

AGENDA

CITY OF TAYLOR, TEXAS

MAIN STREET ADVISORY BOARD

5:30 pm on January 19, 2022
Taylor City Hall Conference Room

Main Street is a grassroots effort of Economic Development through Historic Preservation

The Main Street Movement is based on the 4 Point Process:

1. **ORGANIZATION** – Bringing together your stakeholders (property & business owners, residents, employees, schools, government, organizations, etc.) to work toward a goal of a revitalized DT.
2. **DESIGN** – Improving the curb appeal of downtown and creating a safe, welcoming, and inviting environment both in the overall district and in the individual stores.
3. **PROMOTION** – Telling your downtown's story. So much more than special events – it is marketing to your residents, workers, visitors, and shoppers.
4. **ECONOMIC VITALITY** – Supporting your existing business mix while actively recruiting new businesses to bolster your Downtown business stock.

CALL TO ORDER AND DECLARE A QUORUM

CITIZEN COMMUNICATION

CONSENT AGENDA:

(The Consent Agenda includes non-controversial and routine items that the Commission or Board may act on with one single vote. The Chairman or a Board member may pull any item from the Consent Agenda to discuss and act upon it individually as part of the Regular Agenda.)

1. Review and approve minutes from the MSAB regular meeting held on December 15, 2022 – Doug Moss
2. Review and receive the financial reports from December 2021 - Doug Moss

REGULAR AGENDA:

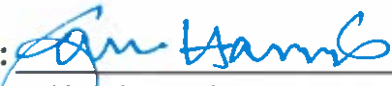
1. Main Street Manager's reports – Jan Harris:
 - a. Manager's Activity Report
 - b. Main Street Business & Property Report
 - c. Board Member Attendance Report
2. Mural Applications – Jan Harris
 - a. Keith Hagler – 200 Porter Street

- b. James Buzan – 407-B N. Main Street
- 3. Determine specifics for the Downtown Wayfinding Signage – Jan Harris
- 4. Discuss and Provide Input for the 2022 Annual Assessment for the National Main Street Center (for 2021 program activity) – Jan Harris
- 5. Discuss and approve the 2022 Taylor Main Street Work Plan – Jan Harris
- 6. Review the Board Member Accountability Agreement for 2022
- 7. Review and approve the final documents for the Signage Guidelines Package – Jan Harris
- 8. Digital Map Project – Ashley Doss/Jan Harris
- 9. Open Flag project – Curie Humphreys/Ashley Doss
- 10. Discuss items for upcoming agendas – Doug Moss

ADJOURN

Next Meeting Date: February 16, 2022

The Board may vote and/or act upon each of the items listed in this Agenda. The Board reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act. I certify that the notice of this meeting was posted in the Taylor City Hall Lobby continuously for 72 continuous hours before **January 19, 2022**. I further certify that the following news media was notified of this meeting: Taylor Daily Press.

Posted By:  Date: 1/14/2022
Jan Harris, Main Street Manager

Main Street Advisory Board

January 19, 2022

Agenda Item Cover Sheet

Consent Agenda - 1

Approve December Meeting Minutes

MEETING MINUTES

CITY OF TAYLOR, TEXAS

MAIN STREET ADVISORY BOARD

5:30 pm on December 17, 2021
Taylor City Hall Conference Room

Main Street™ is a grassroots effort of Economic Development through Historic Preservation

The Main Street Movement is based on the 4 Point Process™:

1. **ORGANIZATION** – Bringing together your stakeholders (property & business owners, residents, employees, schools, government, organizations, etc.) to work toward a goal of a revitalized DT.
2. **DESIGN** – Improving the curb appeal of downtown and creating a safe, welcoming, and inviting environment both in the overall district and in the individual stores.
3. **PROMOTION** – Telling your downtown's story. So much more than special events – it is marketing to your residents, workers, visitors, and shoppers.
4. **ECONOMIC VITALITY** – Supporting your existing business mix while actively recruiting new businesses to bolster your Downtown business stock.

MEMBERS PRESENT: Ruth Rivera, Curie Humphreys, Jeff Snyder, and Erwin Stauffer

MEMBERS ABSENT: John McRae, Ashley Doss, and Doug Moss

STAFF PRESENT: Jan Harris - Main Street Manager and Tom Yantis - Assistant City Manager

GUESTS PRESENT: Tia Stone - Chamber President and Irene Michna

1. **CALL TO ORDER AND DECLARE A QUORUM:** Vice Chairman Stauffer called the meeting to order at 5:32 pm and noted that a quorum was present.
2. **CITIZENS COMMUNICATION:** Tia Stone reported that the Chamber Advisory Board was trying to assist small business in preparing to manage growth and the higher costs of doing business. They were gathering experts from Texas A&M and EDC and would like to partner with Taylor Main Street and bring in experts from Texas Main Street office. The goal of this collaboration would be to provide information and technical assistance.

CONSENT AGENDA:

1. **REVIEW AND APPROVE MINUTES FROM THE MSAB REGULAR MEETINGS HELD ON NOVEMBER 17, 2021:**
MOTION: A motion was made to approve the November minutes as presented. C. HUMPHREYS / J. SNYDER / UNANIMOUS
2. **RECEIVE THE FINANCIAL REPORTS FROM NOVEMBER 2021:**
MOTION: The board received the financial reports as information.

REGULAR AGENDA:

1. **MAIN STREET MANAGER'S REPORTS:**
 - a. **MANAGER'S ACTIVITY REPORT** – Jan reviewed her monthly activity report with the board.
 - b. **DOWNTOWN PROPERTY REPORT** – Jan reported that Ricardo Zuniga's building was now completely full. The property at 119 W 2nd has sold for the asking price.

- c. **DOWNTOWN BUSINESS REPORT** – There were no outgoing businesses reported for October, new businesses to the downtown include Forty-six and Two, 74 Man Store, and Western Darlin’.
 - d. **BOARD MEMBER ATTENDANCE REPORT** – Jan reviewed the attendance report with the board.
2. **RENTAL ASSISTANCE GRANT REQUEST: Allison Holder – Cherry Tree Home & Gifts – 104 E. 2nd St.**
 – This RA grant application was first reviewed by the MSAB at their December 16, 2020 meeting where it was tabled pending the receipt of a revenue budget and evidence of adequate financial reserves. It was reviewed again on November 17, 2021 with a motion to approve the grant the reduced amount of \$400 vs the requested \$750 ended in a tie. Ms. Holder has since submitted additional information per the board’s requests.
 Jan reported that there was \$7,640.48 remaining in the RA grant budget. The total amount of funds which would be paid to property owner Ed Hile during this FY would be \$6,731.11 leaving a balance of \$909.37.
MOTION: To approve the grant request at the requested rate of \$750.00. E. STAUFFER / J. SNYDER / UNANIMOUS.
3. **DISCUSS AND PROVIDE INPUT REGARDING DOWNTOWN WAYFINDING SIGNAGE:** After reviewing the proposals from SEC Planning, the board requested that the designer develop concepts for smaller pedestrian directory signs echoing the Taylor entrance sign. Of the various vehicular and pedestrian oriented sign design concepts presented, the board recommends that the pedestrian directional signs (P-1) and the vehicular banners & directional banners (V-2) be the top priorities. The board were not in favor of directional signage on the period poles in lieu of banners as the font would be so small as to hamper visibility by moving cars. They were in favor of the addition of printed banners south of the tracks.
4. **CONSIDERATION OF FUNDING SUPPORT FOR 2ND SATURDAYS:** Ian Davis asked the Board at the October meeting to consider providing money to help offset the cost of Facebook advertising for 2nd Saturdays. Jan reported that there was \$3,225.00 available in advertising for the FY. **MOTION:** To promote 2nd Saturday via the City’s Facebook page rather than through the page run by the Texas Beer company. R. RIVERA / C. HUMPHREYS / UNANIMOUS
5. **CONSIDERATION OF DIGITAL MAP PROJECT** – The board decided to table this item until the January meeting to give Ashley Doss, Curie Humphreys, Jan Harris, and members of the PIO staff time to meet to discuss options.
6. **DISCUSS ANY FEEDBACK FROM BOARD MEMBERS REGARDING:**
 - a. **UPDATES TO THE SIGNAGE GRANT**
 - b. **UPDATES TO THE SIGNAGE DESIGN GUIDELINES:****MOTION:** To authorize staff to proceed with the documents as presented. C. HUMPHREYS / R. RIVERA / UNANIMOUS
7. **COMMITTEE REPORT ON THE OPEN FLAG PROJECT** – Jan presented a spreadsheet showing the property owners of the parcels where the eligible businesses were located for ease of contacting those owners for permission to install the brackets.
ACTION ITEM: The businesses/property owners on 2nd Street are the priority for the first wave of OPEN flag installations.
8. **Discuss items for the upcoming agenda:**
 - Discussion of future work session to develop 2022 work plan
 - Report on progress with the Digital Map Project
 - Open Flag Project report

- Wayfinding signage report

9. **Adjourn – MOTION: To adjourn the meeting until January 19, 2022 at 5:30 pm. E. STAUFFER / R. RIVERA / UNANIMOUS.**

Respectfully submitted,
Jan Harris – Main Street Manager

Main Street Advisory Board
January 19, 2022

Agenda Item Cover Sheet
Consent Agenda - 2

Receive December Financial Reports as information

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2021

100-GENERAL FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
***	TOTAL REVENUES ***	0.00	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>							
	524-MAIN STREET PROGRAM	121,376.00	5,325.51	17,291.82	14.25	0.00	104,084.18
***	TOTAL EXPENDITURES ***	121,376.00	5,325.51	17,291.82	14.25	0.00	104,084.18
***	TOTAL PROFIT / (LOSS) ***	(121,376.00)	(5,325.51)	(17,291.82)	14.25	0.00	(104,084.18)

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2021100-GENERAL FUND
REVENUES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
***	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2021

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>100-EMPLOYEE SERVICES</u>							
<u>WAGES & SALARIES</u>							
524-111	REGULAR FULL TIME	65,780.00	2,529.84	6,834.93	10.39	0.00	58,945.07
524-114	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
524-115	LONGEVITY PAY	100.00	0.00	0.00	0.00	0.00	100.00
524-118	INSURANCE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00
524-119	CERTIFICATION PAY	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		65,880.00	2,529.84	6,834.93	10.37	0.00	59,045.07
<u>PAID BENEFITS</u>							
524-120	UNUM LIFE	140.00	33.50	48.03	34.31	0.00	91.97
524-121	FICA SOCIAL SECURITY	5,050.00	189.36	570.02	11.29	0.00	4,479.98
524-122	WORKERS COMPENSATION	130.00	0.00	29.17	22.44	0.00	100.83
524-123	STATE UNEMPLOYMENT TAXES	162.00	0.00	0.00	0.00	0.00	162.00
524-124	RETIREMENT- TMRS	8,870.00	693.96	1,955.26	22.04	0.00	6,914.74
524-126	HEALTH INSURANCE	7,750.00	1,238.00	2,523.96	32.57	0.00	5,226.04
524-127	DENTAL INSURANCE	320.00	48.78	97.56	30.49	0.00	222.44
524-128	LONG TERM DISABILITY	200.00	33.84	65.76	32.88	0.00	134.24
524-129	VISION INSURANCE	50.00	3.96	7.92	15.84	0.00	42.08
* SUB-CATEGORY TOTAL *		22,672.00	2,241.40	5,297.68	23.37	0.00	17,374.32
<u>ALLOWANCES/REIMBURSEMENTS</u>							
524-133	BUSINESS- TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
524-135	BUSINESS MEALS	800.00	0.00	75.56	9.45	0.00	724.44
* SUB-CATEGORY TOTAL *		800.00	0.00	75.56	9.45	0.00	724.44
<u>TRAINING/PROFESSIONAL DEVELOPM</u>							
524-141	WORKSHOP TRAINING	350.00	0.00	0.00	0.00	0.00	350.00
524-142	PROFESSIONAL CONFERENCES	1,400.00	0.00	0.00	0.00	0.00	1,400.00
524-143	MEMBERSHIPS AND DUES	1,325.00	375.00	675.00	50.94	0.00	650.00
524-144	SUBSCRIPTIONS AND BOOKS	1,824.00	0.00	409.34	22.44	0.00	1,414.66
524-146	TRAINING- TRANSPORTATION	1,400.00	0.00	0.00	0.00	0.00	1,400.00
524-147	TRAINING- LODGING	2,200.00	0.00	319.12	14.51	0.00	1,880.88
524-148	TRAINING- MEALS	850.00	0.00	56.25	6.62	0.00	793.75
* SUB-CATEGORY TOTAL *		9,349.00	375.00	1,459.71	15.61	0.00	7,889.29

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2021

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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** CATEGORY TOTAL **		98,701.00	5,146.24	13,667.88	13.85	0.00	85,033.12
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200-OPERATIONAL SUPPLIES

OFFICE SUPPLIES

524-211 GENERAL OFFICE SUPPLIES		1,000.00	54.52	149.06	14.91	0.00	850.94
524-213 PHOTOGRAPHIC SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00
524-214 COMPUTER SUPPLIES		650.00	0.00	164.75	25.35	0.00	485.25
524-215 POSTAGE		100.00	0.00	0.00	0.00	0.00	100.00
* SUB-CATEGORY TOTAL *		1,750.00	54.52	313.81	17.93	0.00	1,436.19

PROGRAM/SPECIAL EVENTS

524-232 FOOD/MEALS		0.00	0.00	0.00	0.00	0.00	0.00
524-233 CITY SPONSORED EVENTS		17,000.00	0.00	0.00	0.00	0.00	17,000.00
524-234 FUND RAISING GOODS		0.00	0.00	0.00	0.00	0.00	0.00
524-235 PROMOTIONAL SUPPLIES		2,100.00	0.00	0.00	0.00	0.00	2,100.00
* SUB-CATEGORY TOTAL *		19,100.00	0.00	0.00	0.00	0.00	19,100.00

OPERATIONAL EQUIPMENT (ADMIN)

524-261 OFFICE FURNITURE		0.00	0.00	0.00	0.00	0.00	0.00
524-267 COMPUTERS		0.00	0.00	0.00	0.00	0.00	0.00
524-269 OTHER OFFICE EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00

** CATEGORY TOTAL **		20,850.00	54.52	313.81	1.51	0.00	20,536.19
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300-FACILITIES OPERATIONS/MAIN

UTILITIES

524-323 TRUNK TELEPHONE SYSTEM		25.00	0.00	0.00	0.00	0.00	25.00
524-324 CELL PHONES		600.00	46.00	92.00	15.33	0.00	508.00
* SUB-CATEGORY TOTAL *		625.00	46.00	92.00	14.72	0.00	533.00

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2021

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
** CATEGORY TOTAL **		625.00	46.00	92.00	14.72	0.00	533.00

400-EQUIPMENT OPERATIONS/MAINT

OFFICE EQUIPMENT

524-461	OFFICE EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
524-462	OFFICE EQUIPMENT MAINT/REPAIR	1,000.00	46.07	269.24	26.92	0.00	730.76
* SUB-CATEGORY TOTAL *		1,000.00	46.07	269.24	26.92	0.00	730.76
** CATEGORY TOTAL **		1,000.00	46.07	269.24	26.92	0.00	730.76

500-CONTRACT SERVICES AND FEES

PROFESSIONAL SERVICES

524-512	ENGINEERING SERVICES	0.00	0.00	1,383.75	0.00	0.00	(1,383.75)
524-519	OTHER PROFESSIONAL SERVICES	0.00	16.45	16.45	0.00	0.00	(16.45)
* SUB-CATEGORY TOTAL *		0.00	16.45	1,400.20	0.00	0.00	(1,400.20)

FEES FOR SERVICES

524-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
524-528	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00

CONTRACT SERVICES

524-532	SOFTWARE MAINT/LICENSING	200.00	16.23	48.69	24.35	0.00	151.31
524-539	OTHER CONTRACT SERVICES	0.00	0.00	1,500.00	0.00	0.00	(1,500.00)
* SUB-CATEGORY TOTAL *		200.00	16.23	1,548.69	774.35	0.00	(1,348.69)

** CATEGORY TOTAL **		200.00	32.68	2,948.89	474.45	0.00	(2,748.89)
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CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2021

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>700-CAPITAL OUTLAY</u>							
<u>OFFICE FURNITURE/EQUIPMENT</u>							
524-714	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>800-CONTRIBUTIONS & CONTINGENC</u>							
<u>CONTRIBUTIONS/TRANSFERS</u>							
524-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
***	DEPARTMENT TOTAL ***	121,376.00	5,325.51	17,291.82	14.25	0.00	104,084.18
***	TOTAL EXPENSES ***	121,376.00	5,325.51	17,291.82	14.25	0.00	104,084.18
***	TOTAL PROFIT / (LOSS) ***	(121,376.00)	(5,325.51)	(17,291.82)	14.25	0.00	(104,084.18)

*** END OF REPORT ***

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2021

123-MAIN STREET REVENUE FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
330-	INTERGOVERNMENTAL REV	17,000.00	0.00	0.00	0.00	0.00	17,000.00
430-	USE OF MONEY AND PROP	0.00	0.00	0.00	0.00	0.00	0.00
440-	DONATIONS FROM PRIVAT	51,500.00	210.00	24,754.00	48.07	0.00	26,746.00
450-	INTERFUND OPERATING T	39,600.00	9,900.00	9,900.00	25.00	0.00	29,700.00
***	TOTAL REVENUES ***	108,100.00	10,110.00	34,654.00	32.06	0.00	73,446.00
<u>EXPENDITURE SUMMARY</u>							
615-	CONTRIBUTE TO CIVIC P	108,100.00	4,733.36	45,779.33	42.63	300.00	62,020.67
***	TOTAL EXPENDITURES ***	108,100.00	4,733.36	45,779.33	42.63	300.00	62,020.67
***	TOTAL PROFIT / (LOSS) ***	0.00	5,376.64	(11,125.33)	0.00	(300.00)	11,425.33

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2021

123-MAIN STREET REVENUE FUND
REVENUES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
330-INTERGOVERNMENTAL REVENUES							
330-234	TEDC CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
330-235	GENERAL CONTRIBUTIONS	17,000.00	0.00	0.00	0.00	0.00	17,000.00
330-236	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		17,000.00	0.00	0.00	0.00	0.00	17,000.00
430-USE OF MONEY AND PROPERTY							
430-331	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00
430-335	REFUNDS AND REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
440-DONATIONS FROM PRIVATE SOU							
440-352	FARMERS' MARKET RENTAL FEES	6,000.00	0.00	621.00	10.35	0.00	5,379.00
440-353	MAIN STREET CAR SHOW	25,000.00	0.00	22,538.00	90.15	0.00	2,462.00
440-354	WINE SWIRL	4,500.00	0.00	0.00	0.00	0.00	4,500.00
440-355	HERITAGE SQ CHRISTMAS LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00
440-356	CHRISTMAS BAZAAR	2,000.00	210.00	1,595.00	79.75	0.00	405.00
440-357	SALES AND OTHER FUNDRAISINGS	0.00	0.00	0.00	0.00	0.00	0.00
440-358	TAYLOR BLACKLAND PRAIRIE DAYS	14,000.00	0.00	0.00	0.00	0.00	14,000.00
440-359	SPOOKTACULAR	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		51,500.00	210.00	24,754.00	48.07	0.00	26,746.00
450-INTERFUND OPERATING TRANSF							
450-361	TRANSFER FROM TIF	20,000.00	5,000.00	5,000.00	25.00	0.00	15,000.00
450-362	TRANSFER FROM H.O.T.	5,000.00	1,250.00	1,250.00	25.00	0.00	3,750.00
450-365	TRANSFER FROM GENERAL FUND	14,600.00	3,650.00	3,650.00	25.00	0.00	10,950.00
** REVENUE CATEGORY TOTAL **		39,600.00	9,900.00	9,900.00	25.00	0.00	29,700.00
*** TOTAL REVENUES ***		108,100.00	10,110.00	34,654.00	32.06	0.00	73,446.00

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2021

123-MAIN STREET REVENUE FUND
615-CONTRIBUTE TO CIVIC PROGRA
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>100-EMPLOYEE SERVICES</u>							
WAGES & SALARIES							
615-111	REGULAR FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
	** CATEGORY TOTAL **	0.00	0.00	0.00	0.00	0.00	0.00
<u>200-OPERATIONAL SUPPLIES</u>							
PROGRAM/SPECIAL EVENTS							
615-232	FARMERS' MARKET	6,000.00	0.00	748.05	12.47	0.00	5,251.95
615-233	CITY SPONSORED EVENTS	5,225.00	0.00	2,000.00	38.28	0.00	3,225.00
615-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
615-235	MAIN ST CAR SHOW	25,000.00	1,600.00	30,554.86	123.42	300.00	(5,854.86)
615-236	TAYLOR BLACKLAND PRAIRIE DAYS	25,000.00	0.00	0.00	0.00	0.00	25,000.00
615-237	WINE SWIRL	4,000.00	0.00	0.00	0.00	0.00	4,000.00
615-238	CHRISTMAS BAZAAR	1,000.00	498.84	498.84	49.88	0.00	501.16
615-239	SPOOKTACULAR	1,550.00	0.00	656.41	42.35	0.00	893.59
	* SUB-CATEGORY TOTAL *	67,775.00	2,098.84	34,458.16	51.28	300.00	33,016.84
SPECIALTY SUPPLIES							
615-259	MISC. SUPPLIES	2,500.00	0.00	6,782.55	271.30	0.00	(4,282.55)
	* SUB-CATEGORY TOTAL *	2,500.00	0.00	6,782.55	271.30	0.00	(4,282.55)
	** CATEGORY TOTAL **	70,275.00	2,098.84	41,240.71	59.11	300.00	28,734.29

500-CONTRACT SERVICES AND FEES

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2021

123-MAIN STREET REVENUE FUND
615-CONTRIBUTE TO CIVIC PROGRA
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
PROFESSIONAL SERVICES							
615-519	OTHER PROFESSIONAL SERVICES	0.00	2,300.14	2,300.14	0.00	0.00	(2,300.14)
	* SUB-CATEGORY TOTAL *	0.00	2,300.14	2,300.14	0.00	0.00	(2,300.14)
FEEES FOR SERVICES							
615-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
615-528	ADVERTISING	3,225.00	0.00	0.00	0.00	0.00	3,225.00
	* SUB-CATEGORY TOTAL *	3,225.00	0.00	0.00	0.00	0.00	3,225.00
** CATEGORY TOTAL **		3,225.00	2,300.14	2,300.14	71.32	0.00	924.86
700-CAPITAL OUTLAY							
OFFICE FURNITURE/EQUIPMENT							
615-719	OTHER CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
800-CONTRIBUTIONS & CONTINGENC							
CONTRIBUTIONS/TRANSFERS							
615-811	RENTAL ASSISTANCE	14,600.00	334.38	2,238.48	15.33	0.00	12,361.52
615-813	FACADE GRANT	20,000.00	0.00	0.00	0.00	0.00	20,000.00
615-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	34,600.00	334.38	2,238.48	6.47	0.00	32,361.52
** CATEGORY TOTAL **		34,600.00	334.38	2,238.48	6.47	0.00	32,361.52
*** DEPARTMENT TOTAL ***		108,100.00	4,733.36	45,779.33	42.63	300.00	62,020.67
*** TOTAL EXPENSES ***		108,100.00	4,733.36	45,779.33	42.63	300.00	62,020.67

C I T Y O F T A Y L O R
 FINANCIAL STATEMENT
 AS OF: DECEMBER 31ST, 2021

123-MAIN STREET REVENUE FUND
 615-CONTRIBUTE TO CIVIC PROGRA
 DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
***	TOTAL PROFIT / (LOSS) ***	0.00	5,376.64	(11,125.33)	0.00	(300.00)	11,425.33

*** END OF REPORT ***

Main Street Advisory Board
January 19, 2022

Agenda Item Cover Sheet

Regular Agenda - 1

Main Street Manager Reports

Main Street Monthly Report – December 2021

Community Outreach:

- Main Street Advisory Board Meeting – 12/15
- TIF Board Meeting – 12/15
- PAAB Public Arts Master Plan Work Session – 12/22
- Taylor Farmers Market Steering Committee – 12/13
- Taylor Farmers Market Member Meeting – 12/18
- Chamber Tourism Committee - 12/9
- Greater Taylor Area MLK Committee – 12/14

Local Business / Owner Visits:

- Met with Irene Michna and Tom Yantis re: Cherry Tree Rental Assistance Grant – 12/1

Event Planning:

- Christmas Parade Meeting – 12/1
- Parade/Tree Lighting After Action Meeting – 12/7
- Meeting with Location Scout, City staff, & Judy Blundell re: Optimum Internet Commercial scheduled for filming on Dec 4th – 12/2

Film Friendly Taylor – December Film Events:

- Optimum Internet commercial filmed in Taylor

Professional Development:

- Annual Employee Review – 12/15

Other Duties:

- Development Team Meetings – Every Monday at 9am
- Updating Taylor property database on DowntownTX.org – ongoing
- Fielding telephone, email and in-person enquiries; providing technical assistance as needed
- Updating available property database
- Updating incoming/outgoing business database

Upcoming Projects:

- OPEN flag project progressing – flags delivered – obtaining building/business owner permissions before installing
- Signage Design Guidelines being formalized by a designer for printing

Upcoming Calendar of Events:

- Every Saturday 10am-2pm – Taylor Farmers Market – Heritage Square Pavilion

- January 17 – MLK March & Commemoration – Heritage Square
- May 7 – Blackland Prairie Days – Downtown and Heritage Square
- May 7 – General Election – City Hall

TAYLOR MAIN STREET PROPERTY AND BUSINESS REPORT

January 2022

	A	B	C	D	E	F	G
1							
2	PROPERTY FOR SALE:	ADDRESS:	OWNER/REALTOR	CONTACT INFO	F ²	PRICE	STATUS
3	Rococo's Building	119-121 W. 3rd St	Richard Torres/Kelly Loessin	830-542-9353	9916SF	\$975,000	
4	Texas Historic Café Bldg	219-221 N Main St	Tony Gomes/Sloan Spaeth	512-656-4034	16,138SF	\$3,900,000	
5	old Taylor Bedding Co.	417 W. 2nd St	Taylor Second LLC/Ryan Perry; Asterra Properties	512-694-5426	Bldg: 23,100SF; land: 103,398SF	serious enquiries only	
6	PROPERTY FOR LEASE:	ADDRESS	OWNER/REALTOR	CONTACT INFO	F ²	PRICE	
7	Vacant lot	104 N Main St	Public Sketch/Julie Downs	(512) 365-8563	6600SF	\$30/SF/Y	will build 2-800-SF buildings to suit
8	Woodsman Inc	111 N Main St	Josh Richards	512-846-2535	1500SF	\$1550/mo	
9	fmr E Jones office	109 W 3rd St	Tony Gomes	512-784+8712	980SF	\$1,600/mo	
10	McCrory-Timmerman	120 W. 2nd St; Ste D	J. Blundell/Julie Downs	(512) 365-8563	400/sf	\$488/mo	
11	McCrory-Timmerman	112 W. 2nd St; Ste 202	J. Blundell/Julie Downs	(512) 365-8563	3800/SF	\$5,700/mo	
12	Hawt Spot	211 N Main St; Ste B2	Ricardo Zuniga/Julie Downs	(512) 365-8563	1500SF	\$1980/mo	
13	Texas Historic Café Bldg	219-221 N Main St	Tony Gomes	512-784+8712	3,200SF	TBD	
14	Woodsman Building	310 Main St; Ste A	Josh Richards	512-846-2535	3937SF	\$2200/mo	
15	fmr. Dee's Boutique	313 N Main St	Ian Reddy	(512) 743-2959	3278SF	\$2950/mo	
16	fmr Boomers Advisory Group	408 W 2nd; Ste 2	Dapper Dog Ltd LLC/Robert Fischer		1517SF	\$675/mo	
17	fmr Southern Hospitality Restaurant	105 E 3rd St.	Cliff Olle/Julie Downs	(512) 365-8563	3300SF	\$1.35/SF	
18							
19	SOLD PROPERTIES	ADDRESS	PURCHASER	CONTACT INFO	PROPOSED USE	SALES PRICE	
20	Peterson Building	119 W. 2nd St			same	\$750,000	
21	H. Hays Property	201 W. 4th St			same	\$485,000	
22							

TAYLOR MAIN STREET PROPERTY AND BUSINESS REPORT

January 2022

	A	B	C	D	E	F	G
23							
24	LEASED PROPERTIES	ADDRESS	TENANT	CONTACT INFO	PROPOSED USE	LEASE \$	
25	Richter Furniture Bldg	111 W. 3rd St	Van Scott Folger with film Chocolate Lizards	214.642.9097	art/set construction with film	not disclosed - leased for Nov & Dec	
26	McCrary-Timmerman	210 W 2nd St; Ste 201	Danielle Casseus	(518) 470-6102	The Flower Note flower shop	\$322/mo	
27	fmr World Finance	206 N Main St	Mike Hobbie	(737) 216-5034	Drip & Rip Vapes	\$1,300/mo	
28	fmr 4th St Grind	203 W 4th St	Christina Muhammad	(512) 450-2411	Seed to Soul Food Restaurant & Coffee Shop		
29	office behind Monarcas	305 Porter St	Josh McCourt	321-274-2369	office for online used clothing/shoes		
30	NEW CONSTRUCTION	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE		
31	None						
32							
33	BUSINESSES OPENING	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE	# EMPLOYEES GAINED	
34	From the Ground Up Movie, LLC	120 W 2nd St; Ste J	Jeremy Rodgers	512-626-2876	film enterprise	1	FKA Alleyways Cinema
35	BUSINESS CLOSING	ADDRESS	OWNER	CONTACT INFO		# EMPLOYEES LOST	
36	SRSly Chocolate	117 E 3rd	Bob Williamson	512-726-3427	sold to S Austin Buyer	2	
37	TAG120Art	120 W 2nd St; Ste A	Larry Raper	512-762-8901	property has been leased to Ironwood Industries	0	

TAYLOR MAIN STREET PROPERTY AND BUSINESS REPORT

January 2022

	A	B	C	D	E	F	G
						# EMPLOYEES GAINED OR LOST	
38	BUSINESS EXPANDING	ADDRESS	OWNER	CONTACT INFO			
39	None					0	
						# EMPLOYEES GAINED OR LOST	
40	BUSINESS RELOCATING	NEW ADDRESS	OWNER	CONTACT INFO	OLD ADDRESS		
41	None					0	

TAYLOR MAIN STREET ADVISORY BOARD																2021		
MEMBER NAME	1/21/2021	2/17/21 (CANCELLED-WEATHER)	3/17/2021	4/21/2021	5/19/2021	6/16/2021	7/21/2021	8/23/2021	9/30/2021	10/20/2021	11/17/2021	12/15/2021				TOTAL MTGS CALLED	TOTAL MEETINGS ABSENT	Met Attendance Requirement per handbook
Ashley Doss			P	P	P	P	P	P	P	P	P	EA						
Curie Humphreys			EA	P	P	P	P	P	P	P	P	P						
John McRae	P		P	P	P	P	EA	P	P	P	P	EA						
Doug Moss			P	P	P	P	P	P	P	P	P	EA						
Jeff Snyder			P	P	P	P	EA	P	P	P	P	P						
Erwin Stauffer	P		P	P	P	P	P	P	P	P	P	P						
Ruth Rivera									P	P	P	P						
Steve Truex	EA		P	P	A	A	A	Resigned										
EA = Excused Absence, per Chairman				A = Absent, not excused				P = Present										
Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a reason acceptable to the Chairman of that Board, which prevents the public officials' attendance, the member shall be disqualified and automatically removed from serving as a board member.																		

MAIN STREET ADVISORY BOARD

February 2022

MEMBER NAME	1/19/2022	2/16/2022	3/16/2022	4/20/2022	5/18/2022	6/15/2022	7/20/2012	8/17/2022	9/21/2022	10/19/2022	11/16/2022	12/21/2022	TOTAL MTGS CALLED	TOTAL MEETINGS ABSENT	Met Attendance Requirement per handbook
Doug Moss															
ErwinStauffer															
Jeff Snyder															
Ruth Rivera															
Curie Humphreys															
Ashley Doss															
John McRae															
EA = Excused Absence, per Chairman				A = Absent, not excused								P = Present at meeting			
Please Note:															
Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a reason acceptable to the Chairman of that Board, which prevents the public officials' attendance, the member shall be disqualified and automatically removed from serving as a board member. The term "duly called meetings" includes all meetings of the board and all meetings of subcommittees of the board on which the public official serves. The Chairman of each Board, upon request by the Board's staff liaison or the City Clerk, shall forward to the liaison or City Clerk his/her opinion or reason for each member's absence over the 25% of the duly called meetings or more than two duly called meetings in any period of twelve (12) consecutive months. Final determination lies with the City Council.															

Main Street Advisory Board
January 19, 2022

Agenda Item Cover Sheet

Regular Agenda - 2

Mural Applications

- A. 200 Porter Street
- B. 407-B North Main Street



10:53 49%



Samples of work by Adam Davenport

City of Saginaw: Mural of Original Fire Station - Saginaw, TX

Taylor Station: 3D Train on patio wall - Taylor, TX

Bill Pickett Sculpture - Taylor, TX

Flying Ducks Sculpture - Taylor, TX

More information can be found at www.davenportstudios.com



Adam Davenport graduated with a BFA in painting from University of Louisiana at Monroe in 2000. Known for his versatility in realism and portraiture, Davenport explores the mystery and extraordinary qualities that lies in ordinary people and places. In 1998, Davenport painted the official portrait of Mississippi Governor Kirk Fordice that hangs in the state capital in Jackson. Becoming known as a Portrait painter at this time led into a career that has lasted since. Residing in Louisiana, Hurricane Katrina became a focus of importance, capturing the human condition in disastrous landscapes and portraits. In 2011, Sol's Pipe and Steel Commissioned Davenport to sculpt a life size bronze of Sol Rosenberg to commemorate his life and achievements. This statue is on display in the lobby at Sol's Pipe and Steel in Monroe, LA. In 2016, he sculpted Bill Pickett, a historic black cowboy, for his hometown of Taylor, Texas. Recently, Davenport completed a wildlife bronze statue of mallards for the new Taylor High School football Stadium. Davenport's art has been acquired into several private and museum collections thru out the South.

APPLICATION FOR MURAL REVIEW AND APPROVAL
BY MAIN STREET ADVISORY BOARD

Name of Building Owner: Keith Hagler, KMCA LTD
Address of Building: 200 Porter St. Taylor, TX
Building Owner Phone: (512) 914-3333 Email: KHAGLER@TAYLORAUTOCREDIT.COM

Name of Artist: Adam Davenport
Artist Business Name, if applicable: —
Artist Phone: (318) 381-4630 Email: davenportadam@yahoo.com

Content Description of Mural: Chevrolet Taylor Motor Company
Showroom Mural
EXTERIOR LATEX ENAMEL BEHR MARQUEE PAINTED BY BRUSH

Projected Start Date: 2/1/22 Projected Completion Date: 3/1/22

To ensure your Application is complete, check off the following as enclosed:

- ☒ Completed and signed Application
- ☒ Description of Project to include materials, method of application
- ☒ Color drawings and/or renderings of design
- ☒ Examples of previous work, including location

Upon approval by the Main Street Advisory Board, as Owner of the Building, I accept responsibility to maintain the integrity of the approved mural.

Signature of Building Owner: [Signature] Date: 1/7/22

I certify that as of the date of this Application I am 18 years of age or older, as are any members of my team, if applicable. I certify that all examples of artwork submitted with this Application are products of my hand as represented. If accepted, the artwork produced will be the same as represented in this Application. I allow images of my work to be used in publicity for the City of Taylor, Texas. I further certify that all statements made in this Application are true to the best of my knowledge. I acknowledge that the City of Taylor, Texas, is not liable for loss or damage to work submitted.

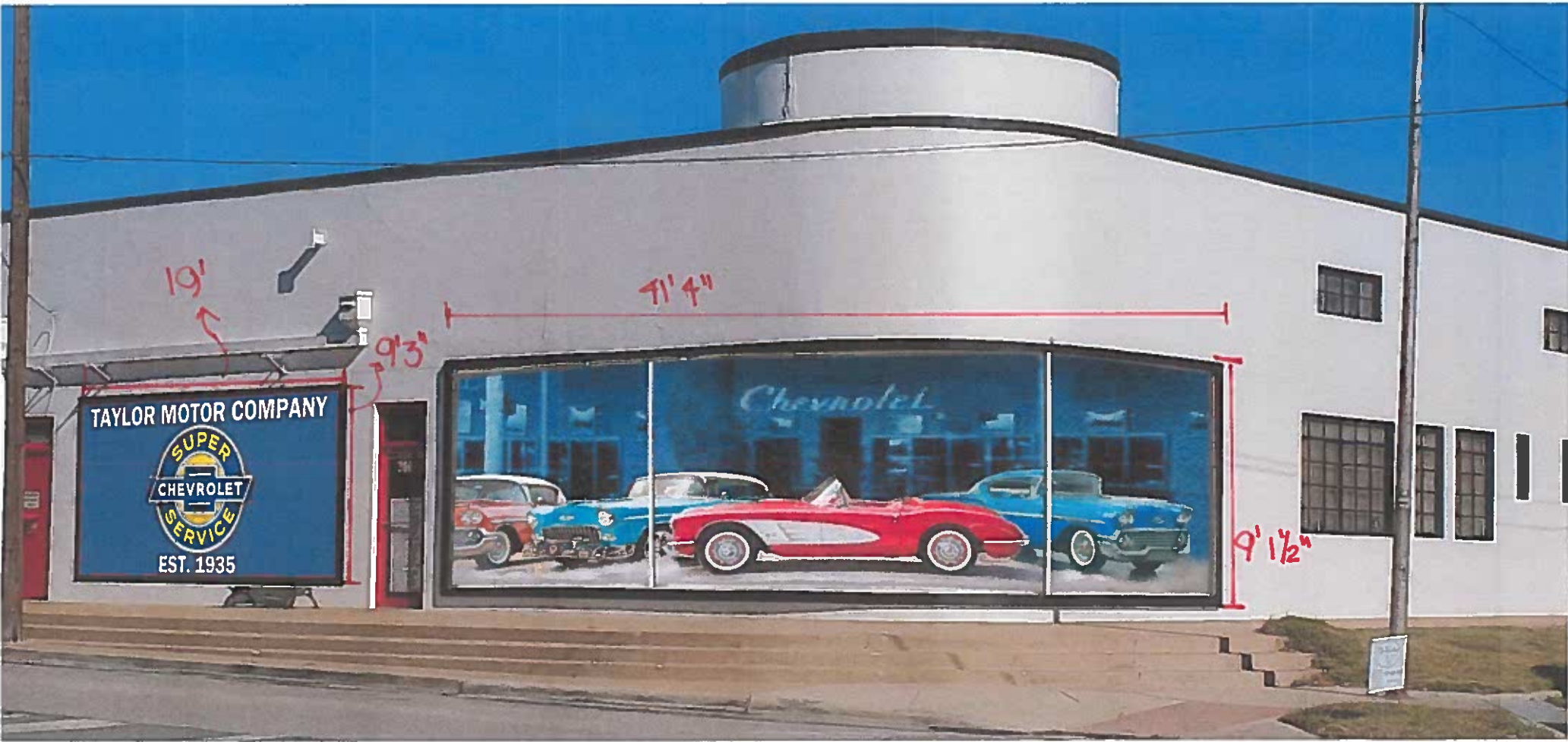
Signature of Artist: [Signature] Date: 1-10-22

Reviewed by Main Street Advisory Board? ☐ YES ☐ NO

Comments from Main Street Advisory Board: _____

Main Street Advisory Board Chairman
Date: _____

Main Street Manager
Date: _____



TAYLOR MOTOR COMPANY



EST. 1935

DELIVERY
ENTRANCE
ONLY

DROP EARLYCARTS
ENVELOPES HERE

MON-FRI
200

CONCEALED CARRY PRO

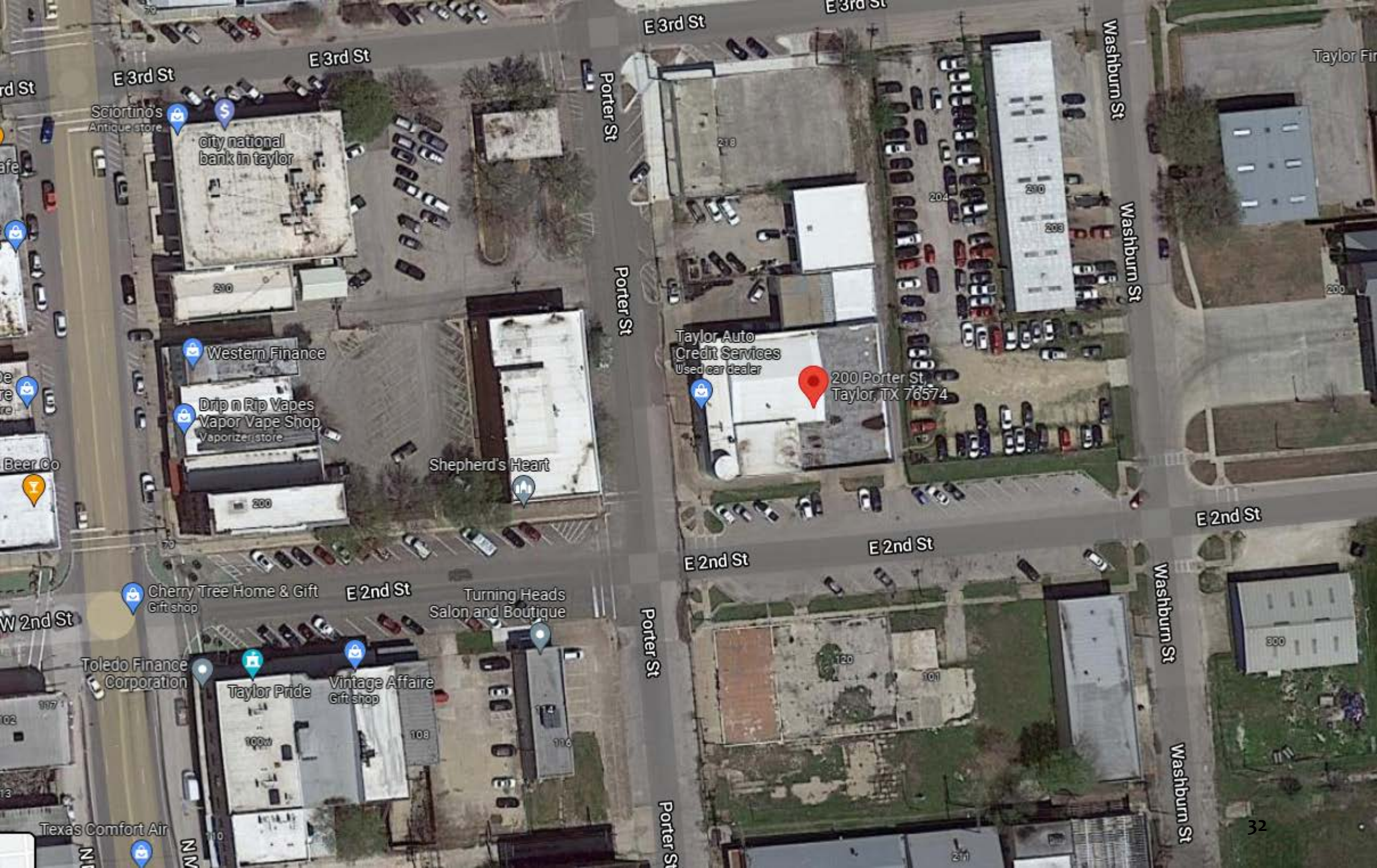
PURSUANT TO SECTION 30.06, F
(TRESPASS BY LICENSE HOLDER
CONCEALED HANDGUN), A PER
UNDER SUBCHAPTER H, CHAPTE
GOVERNMENT CODE (HANDGU
LAW), MAY NOT ENTER THIS PR
A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06
PENAL (TRASPASAR PORTANDO
FUEGO OCULTAS) PERSONAS C
BAJO DEL SUB-CAPITULO H, CA
CODIGO DE GOBIERNO (LEY DE
ARMAS), NO DEBEN ENTRAR A
PROPIEDAD PORTANDO UN A
DE FUEGO OCULTADA.

OPEN CARRY PRO

PURSUANT TO SECTION 30.07,
(TRESPASS BY LICENSE HOLDER
OPENLY CARRIED HANDGUN),
LICENSED UNDER SUBCHAPTER
411, GOVERNMENT CODE (HA
LICENSING LAW), MAY NOT EN
PROPERTY WITH A HANDGUN
CARRIED OPENLY.

CONFORME A LA SECCION 30.07
PENAL (TRASPASAR PORTANDO
FUEGO AL AIRE LIBRE CON LIC
PERSONAS CON LICENCIA BA
CAPITULO H, CAPITULO 411, C
GOBIERNO (LEY DE PORTAR A
DEBEN ENTRAR A ESTA PROPI
PORTANDO UN ARMA DE FUE





Google

Image capture Apr 2021 © 2022 Google United States



APPLICATION FOR MURAL REVIEW AND APPROVAL
BY MAIN STREET ADVISORY BOARD

Name of Building Owner: 4th + Main LLC
Address of Building: 407 W. Main St.
Building Owner Phone: 512 296-7379 Email: Rick@RickNorthcott.com

Name of Artist: ADAM DAVENPORT
Artist Business Name, if applicable: _____
Artist Phone: 318-381-4630 Email: DAVENPORTADAM@YAHOO.COM

Content Description of Mural: THE MAN STORE BUFFALO MURAL
EXTERIOR LATEX ENAMEL BEHR MARQUEE PAINTED BY BRUSH

Projected Start Date: 2/1/22 Projected Completion Date: 3/1/22

To ensure your Application is complete, check off the following as enclosed:

- ☒ Completed and signed Application
- ☒ Description of Project to include materials, method of application
- ☒ Color drawings and/or renderings of design
- ☒ Examples of previous work, including location

Upon approval by the Main Street Advisory Board, as Owner of the Building, I accept responsibility to maintain the integrity of the approved mural.

Signature of Building Owner: Rick Northcott Date: 1-6-22

I certify that as of the date of this Application I am 18 years of age or older, as are any members of my team, if applicable. I certify that all examples of artwork submitted with this Application are products of my hand as represented. If accepted, the artwork produced will be the same as represented in this Application. I allow images of my work to be used in publicity for the City of Taylor, Texas. I further certify that all statements made in this Application are true to the best of my knowledge. I acknowledge that the City of Taylor, Texas, is not liable for loss or damage to work submitted.

Signature of Artist: Adam Davenport Date: 1-10-22

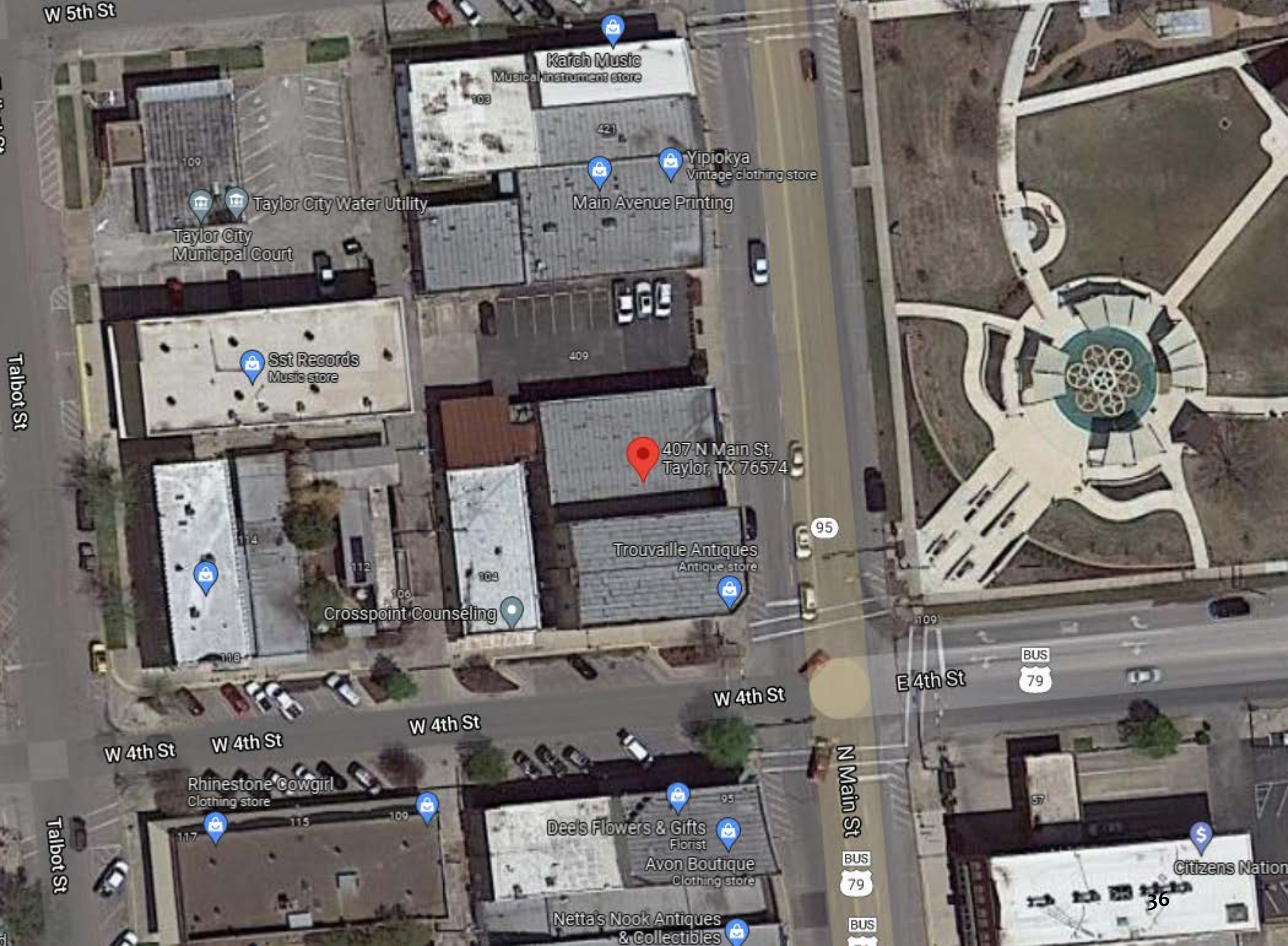
Reviewed by Main Street Advisory Board? ☐ YES ☐ NO

Comments from Main Street Advisory Board: _____

Main Street Advisory Board Chairman
Date: _____

Main Street Manager
Date: _____





W 5th St

Talbot St

Talbot St

Karch Music
Musical instrument store

Taylor City Water Utility
Taylor City Municipal Court

Yipiokya
Vintage clothing store

Main Avenue Printing

Sst Records
Music store

407 N Main St,
Taylor, TX 76574

Trouvaille Antiques
Antique store

Crosspoint Counseling

W 4th St

Rhinestone Cowgirl
Clothing store

W 4th St

W 4th St

E 4th St

Dee's Flowers & Gifts
Florist

Avon Boutique
Clothing store

Netta's Nook Antiques
& Collectibles

Citizens National

N Main St

BUS
79

BUS
79

BUS
36

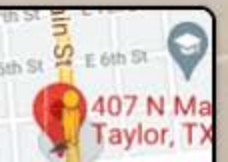
36



POST OFFICE →

407
N MAIN

LIBERTY'S



Main Street Advisory Board
January 19, 2022

Agenda Item Cover Sheet

Regular Agenda - 3

Determine specifics for Downtown Wayfinding Signage

Staff Report
January 19, 2022 MSAB Meeting

DOWNTOWN WAYFINDING SIGNAGE

The Board has 4 tasks to complete at the meeting in order to enable SEC Planning to move forward with the Wayfinding Signage project for Downtown:

1. Verify that the TOP 3 PROJECTS are:
 - 1st – Pedestrian Map and Directory
 - 2nd – Banner and Directional Signage on cobra head light poles
 - 3rd – Public Parking Lot Sign on proposed period pole (1 pole)
Add small “Parking” banner beneath existing banners on period poles
 - 4th – New banners on cobra head poles on the outer edges of the DT core
2. Determine the content of the Directional Signs on the cobra head poles (V-2.1;V-2.2, & V-2.3
3. Verify which existing period poles with banners will have the small “parking” directional signs added.
4. Business Directories:
 - a. Locations for these directory signs
 - b. What is the process for selecting who is included on the map?
 - c. Is there a fee to be included on the map (to help offset the cost of updating the map & directory at least 4 times a year?

DOWNTOWN WAYFINDING SIGNAGE PROJECT

TYPES OF BANNERS/SIGNS	SUB-CATEGORIES	# OF SIGNS	IMPORTANCE / RELEVANCE	STAFF INPUT / RECOMMENDATIONS / QUESTIONS
PEDESTRIAN SIGNAGE			1. Provides valuable information regarding types & locations of DT businesses	1ST PRIORITY
P-1 - PEDESTRIAN DIRECTIONAL				
2-SIDED SIGNS	P-1.1 - DISTRICT MAP WITH INFORMATION / DIRECTORY OF	1 -se corner of N Main & W 4th		QUESTIONS FOR BOARD MEETING:
				1. Determine locations for directional maps.
	P-1.2	1 - S side of E 1st across from the end of Porter		2. What is the process for including businesses in the map?
				3. Who will be included?
		1 - SE corner of W 2nd & Main		4. Is there a fee for inclusion in the map?
				5. What is the process for updating the map?
	P-1.3	1 - SW corner of W 2nd & Vance		

DOWNTOWN WAYFINDING SIGNAGE PROJECT

V-2 - BANNERS & DIRECTIONAL BANNERS			1. Aesthetics	2ND PRIORITY - PUT PARKING ON APPLICABLE ONES DIRECTING TO CITY HALL LOT.
(specific locations of interest: shopping, dining, Amtrak, historic DT Taylor, parking, etc.)	V-2.1	1 - W 2nd @ Vance - promotes parking, food & shopping, & Amtrak	2. Draws traffic into the downtown core.	QUESTIONS FOR BOARD MEETING:
				1. Determine what each banner will include.
	V-2.2	1 - N Main @ 9th - promotes Moody Museum, Historic DT Taylor, & Parking		
	V-2.3	1 - N Main @ 1st - promotes Amtrak, Historic DT Taylor, & Parking		
V - 5 - PARKING LOT IDENTIFICATION ON PROPOSED ANTIQUE POLES		1 - @ City Hall on W 4th	1. important to direct public to available off-street parking.	3RD HIGHEST PRIORITY WILL ONLY GO IN CITY HALL PARKING LOT
			2. Only public off-street lot is City Hall	

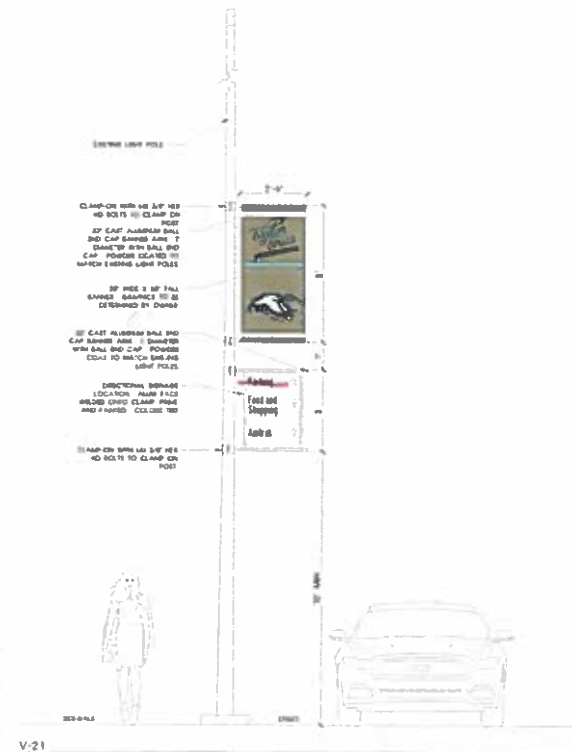
DOWNTOWN WAYFINDING SIGNAGE PROJECT

V-4 - BANNERS ON EXISTING ANTIQUE POLES				ADD TO 3RD HIGHEST PRIORITY - PLACE SMALL BANNER "PARKING" AN ARROW BENEATH THE EXISTING BANNER TO DIRECT TRAFFIC TO CITY HALL LOT.
	V-4.1 - BANNERS ON EXISTING ANTIQUE LIGHT POLES	2 - on E 2nd	1. continues the current practice of decorative banners on the light poles in the DT core.	QUESTIONS FOR BOARD MEETING:
		4 - on W 3rd		1. which existing prior pole banners will include the small "parking" banner?
		2 - on E 3rd	2. Aesthetics	
		4 - on W 4th	3. Ability to promote recurring City sponsored events on the banners	
		21 - along N Main from 5th to 2nd		
VEHICULAR SIGNAGE				4TH PRIORITY
V-1 - NEW BANNERS ON PROPOSED HWY POLES			1. Aesthetics	1. These would be in addition to the banners we usually have on the historical poles.
	V-1.1	16 - W 2nd	2. Visually incorporates S Main into the Downtown District.	2. They would serve to create a "visual entryway" into the downtown shopping district.
		11 - S Main		
		9 - N Main		
		5 - E 4th		



SIGN TYPES		
SYMBOL	DESCRIPTION	QTY
(S-1)	1' x 1' 6" SQUARE SIGN ON BOLLARD WITH 1/2" ALUMINUM POST	1
(S-2)	1' x 1' 6" SQUARE SIGN ON BOLLARD WITH 1/2" ALUMINUM POST	1
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SITE LEGEND	
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SEC Planning, LLC
Land Planning • Landscape Architecture • Community Branding
AUSTIN, TEXAS
(512) 244-7321
www.secplanning.com • info@secplanning.com

V-2.1 - BANNER AND DIRECTIONAL ON HWY LIGHT POLE DOWNTOWN WAYFINDING SIGNS CITY OF TAYLOR, TEXAS

Scale: 1" = 250'
North Date: July 7, 2017

SHEET FILE T1150129-TAYLOR-CitySecPlanning-Downtown Sign Presentation-Downtown Sign Presentation 2017 07 07.dwg
Data mapping compiled from best available information
All map data should be considered as preliminary, in need of verification, and subject to change. This land plan is conceptual in nature and does not represent any regulatory approval. Plan is subject to change.

PRIORITY #2



Base mapping compiled from best available information. All map data should be considered as preliminary, in need of verification, and subject to change. This land plan is conceptual in nature and does not represent any regulatory approval. Plan is subject to change.

PRIORITY #2



PRIORITY #3

Main Street Advisory Board
January 19, 2022

Agenda Item Cover Sheet

Regular Agenda - 4

Discuss & Provide Input for the 2022 Annual Assessment Report

To: Staff and Boards of Texas Main Street communities

Date: November 16, 2021

Report due date: **Friday, January 21, 2022**

What is accreditation?

Accreditation is a mark of distinction within designated Main Street communities (*Designated* communities include both accredited and non-accredited communities within our Main Street network.) ACCREDITED communities have worked to meet rigorous performance standards and achieve meaningful revitalization in their downtowns or commercial districts.

The performance standards upon which accreditation is based fall into SIX broad categories:

1. Broad-based Community Commitment
2. Leadership & Organizational Capacity
3. Diverse and Sustainable Funding
4. Strategy-Driven Programming (Main Street Transformation Strategy model)
5. Preservation-Based Economic Development
6. Demonstrated Impact & Result

What is the review process?

Once you have submitted your self-evaluation and 4th quarter Reinvestment Report, state staff will review your submissions along with your other quarterly reports, and recommend YES or NO for accreditation. These recommendations will be sent to Main Street America. Note that you need to your Main Street America membership needs to be current in order to be eligible for accreditation. Cities will be notified of their accreditation status in the spring.

What about my 4th quarter report?

Due to this end-of-year reporting, a 4th quarter activity report is *optional*. However, year-end/4th quarter *Reinvestment Reports* are required – and due January 10, 2022.

Additional Submission Requirements

1. **Work Plan** - Please submit your 2022 work plan with this self-assessment OR indicate that you will be submitting the work plan by the end of January.
2. **Organizational Chart** – This year, instead of submitting a salary survey or financial incentives questionnaire, we are asking that you submit an organizational chart that demonstrates who you report to and how your Main Street program fits within city structure (see attached example.) If your org chart has names on it, that's fine – but names are not required.

Submission Checklist

City: Taylor

WORK PLAN

- ☐ I am submitting a work plan for 2022 *OR*
- ☒ We have not completed our work plan but will submit ours by Jan. 30, 2022

SELF-ASSESSMENT

- ☒ I have completed this self-assessment in concert with my entire Board *OR*
- ☐ I have completed this self-assessment in concert with my Board President only

ORGANIZATIONAL CHART

- ☒ I am submitting an org. chart that demonstrates how my position fits within the city structure.

DESIGN PROJECTS

- ☒ As evidence of our achievements in Standard V (Preservation-based economic development) I am submitting several examples of design projects/building improvements that were completed in 2021, with before/during/after images and a brief description of the work. These could be projects previously submitted in your Q1-Q3 reports, or projects completed in this 4th quarter.

COMMITTEES

So that the Texas Main Street staff can better understand how your program operates, please tell us which committees you have:

- ☒ Design Committee – currently the Committee of the Whole handles façade grant projects requiring design input.
- ☐ Organization Committee
- ☐ Promotions Committee
- ☐ Economic Vitality Committee
- ☒ Other (please specify): Project-driven committees – Signage Design Guidelines & DT OpPEN flag project
- ☐ Other (please specify): _____
- ☐ Other (please specify): _____

How to submit. As in the past, please submit reports electronically via:

1. An **email**, with ‘Accreditation Report’ and your city name in the subject line *OR*
2. Upload to a **sharing site** of your choosing (Dropbox, Google Docs etc.) and share with us. Regardless of the submission method, the whole report should be in a single document or email and sent to

City: Taylor

1 = We do not do this.

2= Marginal performance. We do not consistently do this.

3 = Average performance. We do this, but there is general agreement improvement is needed.

4-5=Strong/exceptional performance. It's part of our plan; it consistently helps us reach stated goals; our organization's credibility is high because of how well this is done etc.

STANDARD I. BROAD-BASED COMMUNITY COMMITMENT

A. The Main Street organization fosters a culture of community engagement, collaboration and commitment to the revitalization process.

Key Indicators	Value (1=low to 5=high/strong)
1. We build awareness of the value of the district and show the measurable impact of our efforts through regular external communications.	5 / 4 / 4
2. An inclusive outreach strategy exists through which all sectors of the community are invited to participate, and which encourages volunteer effort.	5 / 5 / 4
3. Connecting with businesses in the district regularly is a program priority. This includes an active visitation program (by staff, board and committee leaders) and stakeholder meetings/activities that provide opportunities for businesses to regularly come together.	5 / 5 / 5
4. The Main Street volunteer base reflects district and community demographics (age, race & ethnicity, gender, skills & interests, socio-economic, etc.). This is clearly demonstrated by the make-up of the supporting volunteer structure.	5 / 5 / 3
5. There is active participation from the public sector in the volunteer structure that supports Main Street (i.e. ex-officio board membership, engagement in program activities etc.)	4 / 5 / 4
6. Main Street regularly updates City officials and share progress and impact of the revitalization effort at council meetings and throughout the year.	5 / 5 / 5
7. The supporting volunteer structure of Main Street includes participation from partner organizations such as chamber, economic development corporations, tourism agencies, schools & universities, and anchor corporations.	5 / 5 / 3
Self-evaluation score, this section	

B. Public sector participation. In addition to what is covered in the previous section, the public sector is a crucial leader and foundational partner in building a successful revitalization program.

Key Indicators	Value (1=low to 5=high/strong)
1. The City promotes the district as an important community asset.	5 / 5 / 5
2. Main Street/downtown is a priority of the City.	4 / 5 / 5
3. The City adequately funds the Main Street program at a level which allows it to achieve its goals and objectives. (<i>Budget detail under Strategy III</i>)	4 / 5 / 4

4. Main Street is included in municipal decisions pertaining to planning and implementation of initiatives for the district.	4 / 5 / 4
Self-evaluation score, this section	

C. District Stakeholders, including property and business owners, organizations, and residents are the most immediate beneficiaries and the most important investors for successful revitalization.

Key Indicators	Value (1=low to 5=high/strong)
1. A majority of district property and business owners show commitment to the district's vitality through direct <u>investment</u> of resources in physical, economic, and promotional improvements.	- / 5 / 4
2. A broad base of district property and business owners, residents, workforce, and other organizations participate in revitalization through direct <u>involvement</u> in Main Street activities.	- / 5 / 4
Self-evaluation score, this section	

D. The Community-at-large, including residents, local organizations and corporations outside the district, but within the community.

Key Indicators	Value (1=low to 5=high/strong)
1. A broad base of community members/residents is engaged in Main Street activities. (Refer to similar questions under A.)	3 / 5 / 3
2. Local corporations actively support and invest in the district's revitalization program through investment of human (leadership & employee participation) and financial resources directly and in partnership with the Main Street program. (Refer to similar question under A.7.)	3 / 5 / 3
3. We have downtown residents and they are involved in program activities. (Mark n/a if you do not have downtown residents.)	5 / 4 / 4
Self-evaluation score, this section	

Project profile/narrative.

Taylor Main Street Board actively partnered with the Taylor Public Arts Advisory Board to product the first season of "Music on Main" concerts. These concerts featuring a variety of musical genres brought hundreds of people downtown to shop, dine, and enjoy while experiencing quality music in the downtown Heritage Square amphitheater. Five free to the public concerts were held throughout the summer and fall in 2021. Taylor area business generously donated funds to help underwrite these concerts. Both the Public Arts Advisory Board and the Taylor Main Street Board provided funding to put on this first season of outdoor concerts in the newly renovated Heritage Square facility. (Copies of posters located at the end of this report.)

Reflection. As you reflect on your program's success (or struggles) in standard I, please share any observations / comments / concerns / questions you may have.

While undoubtedly the efforts of the Main Street Program and Board are having a positive effect on the downtown district, there is always room for improvements. Taylor experienced 3 Main Street Managers over 3 years ending in 2019, this coupled with the global pandemic beginning in 2020 resulted in a reduction of the number of volunteers available for use by the program. Efforts will be mounted in 2022 to increase that number with emphasis extending beyond volunteers for special events only. Another problem faced by the Main Street program concerns the number of business recipients who do not open the e-newsletters and e-blasts sent to them. These communications contain important and timely information, but it comes to nothing if those receiving them do not take the time to open and review.

STANDARD II. ACTIVE LEADERSHIP & ORGANIZATIONAL CAPACITY

Main Street has a unique position to be able to offer a diverse range of opportunities for people to come together to become active leaders in various capacities and at different points in the revitalization process.

A. Active Volunteer Leadership. The Board.

Key Indicators	Value (1=low to 5=high/strong)
1. The Board has balanced representation from district stakeholders, public sector leaders, essential partners and community members. <i>(Refer to similar questions under Standard I.)</i>	4 / 5 / 4
2. The Board leads through strategy, which includes annual review of organizational and programming efforts in a retreat setting; an active work plan guided by the Board that aligns with strategies; and focus on strategies through the business segments of monthly Board meetings.	5 / 5 / 5
3. Each board member demonstrates an active level of board participation through regular attendance at board meetings.	5 / 5 / 5
4. Board members are active advocates for the program and the district.	- / 5 / 5
5. Every Board member, in addition to attending meetings, has a working role in different aspects of the program, by leading or participating in committees or teams and projects throughout the year.	5 / 5 / 5
6. Board members sign an Accountability Agreement that outlines the commitment for board service. <i>(Note: examples are in the Online Resource Library)</i>	5 / ? / 3
7. Board members participate in leadership development and trainings that support board roles and knowledge base in revitalization.	- / 5 / 3
8. New board members receive an orientation to become more familiar with the Main Street Approach, board roles & responsibilities, the district, agreements with the coordinating program, and ongoing program efforts.	5 / 4? / 4
9. There is adherence to bylaws, including term limitations, and other elements related to Board service.	5 / 5 / 5
Self-evaluation score, this section	

B. Supporting Volunteer Structure.

Key Indicators	Value (1=low to 5=high/strong)
1. All four points of the Approach are addressed through the work plan and program activities. <i>Note: Specific questions about the Work Plan is covered in Standard IV.</i>	5 / 5 / 5
2. There is a volunteer coordination structure in place that includes rotation and retention initiatives.	3 / ? / 3
3. Each volunteer committee, team, task force, and project or activity has active chair or co-chairs and enough supporting members to implement their focus effectively and carry appropriate planning and implementation successfully.	3 / ? / 3
4. To avoid 'silos' there is a mechanism in place that regularly brings volunteers together throughout the year to ensure cross-collaborative effort and alignment of strategy. (i.e. annual retreat, quarterly meetings etc.)	3 / 5 / 3
5. Volunteers not in board leadership roles also receive orientation and training.	3 / ? / 3
6. The organization has active volunteer recognition initiatives and activities that highlight the talent, contributions, and impact provided by individuals and groups within the organization.	3 / ? / 3

Self-evaluation score, this section	
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C. Professional Program Management.

Key Indicators	Value (1=low to 5=high/strong)
1. The organization has continually had a Program Director in place for at least 8 of the 12 months during the past year.	5 / 5 / 5
2. Within the existing organizational structure (city employee or urban/non-profit), Main Street staff salary & benefits are sufficient at a level, and which reflects the perceived value of the revitalization effort. Regular salary increases occur. <i>(Note: see related questions under Standard III)</i>	5 / ? / 4
3. A staff job description is in place that includes clearly defines performance expectations.	5 / 5 / 5
4. There is a formal staff performance review process (typically will be completed in the city structure by the program manager's supervisor).	5 / ? / 5
5. There is regular staff communication among staff, board and committees, task forces etc.	5 / 5 / 5
6. The chain of command/relationship between staff and board is clearly defined and results in effective, positive and strong two-way relationships throughout the program.	5 / 5 / 5
7. Main Street staff receives professional development annually aligned with the Texas Historical Commission Main Street contract. (2020-webinars, virtual conferences etc.)	5 / 5 / 5
☒ TMSP series of live Four Point workshops (virtual, March-May)	
☒ THC's Real Places conference (virtual, Feb.)	
☒ Main Street Now (national conference, virtual, spring)	
☒ TMSP series of live Four Point workshops (virtual, March-May)	
☒ Multiple TDA Summer Camp sessions (virtual, July)	
☒ Texas Main Street Retreat in Seguin (in person, Sept.)	
☒ Texas Downtown Association Conference (in person, Nov.)	
☐ Other (please specify): _____	
☐ Other (please specify): _____	
8. Quarterly Activity reports as required in the contract are consistently submitted. <i>(Note: No 4th Q Activity report due to this submission. 4th Q reinvestment reports due January 10, 2021)</i>	<i>Texas Main Street office will score this based on your report submissions.</i>
Self-evaluation score, this section	

D. Defined mission and organizational foundation. *Note: the Work Plan is covered in Standard IV.*

Key Indicators	Value (1=low to 5=high/strong)
1. The Main Street program has a clearly defined purpose, outlined through a mission statement. The Board reviews the mission statement annually and uses it as a tool to help evaluate the organization's priorities, areas of focus and involvement, and to drive the program's work.	5 / 5 / 4
2. The mission statement is highly visible and promoted in the program's online, printed communication tools, and projects and activities.	5 / 5 / 4
3. The Main Street organization has by-laws.	5 / 5 / 5
4. Program activities are effectively coordinated.	5 / 5 / 5
Self-evaluation score, this section	

Project profile/narrative

The 2021 Main Street board is largely made up of new appointees as a result of the removal of most of the 2020 board members. Attention was paid by staff and the City Council to ensure that those new appointees represented different segments of the community and that they possessed a variety of strengths and points of view to better represent the overall Taylor community. Members of this new board are engaged, enthusiastic, and highly motivated to take their efforts and the Main Street program's projects to a higher level. Attendance and participation in meetings are high and tangible results come from the meetings every month. A lack of engagement resulted in projects languishing under the previous board. But in 2021, the new board made numerous recommendations for improvements to the current City sign ordinance which were accepted and implemented. They developed detailed signage guidelines which are ready to be issued in packets with guidance for obtaining sign permits, checklists of what is required for a sign permit, the current sign grant packet, and the City's sign ordinance. They developed and implemented an OPEN flag project which will highlight the vitality of the Taylor downtown district as they will be displayed by retail, restaurant/food service, and personal service businesses. Downtown's curb appeal will be heightened with the 2 new sets of banners developed and purchased by the Main Street board in 2021.

The Taylor Main Street program's Mission and Vision Statements may be found here: <https://www.ci.taylor.tx.us/901/Main-Street>

Reflection.

The next step for the program now that we have a strong board in place will be to extend our reach into a broad-based volunteer program whose base should reflect the diversity found in our City and in our downtown.

The new board was excited to begin working on projects and enough time has not been spent providing them the background of the overall Main Street program. Time must be dedicated to this foundational work so that everyone understands the Main Street process and how permanent positive change comes incrementally so it lasts.

A decision will need to be made by the Council whether to direct more of the Main Street Manager's time toward economic development / business retention & development and away from the weight of special event development and coordination as well as the duty of coordinating every special event permit issued within the City and every film permit issued here. There is some discussion that an assistant's position might be considered in the future but there are no actual plans for this at this time.

STANDARD II TOTAL SECTION SCORE _____

STANDARD III. DIVERSE FUNDING & SUSTAINABLE PROGRAM OPERATIONS

A. The Main Street Program Has **Diversified Funding Sources**.

Key Indicators	Value (1=low to 5=high/strong)
1. The Main Street funding structure has a balanced mix of sources that includes adequate city funding.	3 / 5 / 4
2. District stakeholders (businesses and property owners, workforce, residents, organizations) invest in Main Street programming and revitalization efforts through partnerships, sponsorships, marketing, memberships, and fundraising initiatives etc. <i>(Also asked in Standard I.)</i>	3 / 5 / 4
3. Similarly, community-wide individual and organizational stakeholders understand downtown's value and invest in the effort. <i>(Also asked in Standard I.)</i>	3 / 5 / 4
Self-evaluation score, this section	

B. The Main Street Program Has **Sustainable Program Operations**.

Key Indicators	Value (1=low to 5=high/strong)
1. The Main Street funding structure provides for balanced attention to all four points.	- / 5 / 5
2. Work aligns with financial capacity.	- / ? / 5
3. A detailed budget is in place that adequately covers operations, including program personnel, office administration, financial management activities	- / 5 / 5
4. The budget adequately covers programming and activity expenses.	- / 5 / 5
5. The budget adequately covers professional development and training expenses.	- / 5 / 5
6. For city-based programs: The Main Street Board is kept apprised of and is familiar with the Main Street budget allocated through the City and related sources. They advocate for additional funding when needed.	- / 5 / 5
7. For city-based programs: If a separate fundraising or similar account is maintained under the authority of the City, the Main Street Board regularly reviews and manages it effectively, and, if applicable, effectively raises funds to support the program.	- / 5 / 5
8. For urban non-profits: The MS Board understands its responsibility for program finances, manages it effectively, and takes individual responsibility for fundraising/development.	N/A
9. For urban non-profits: There has been an independent financial review in the last 12 months.	N/A
Self-evaluation score, this section	

Reflection.

The Taylor budget is adequate for general projects but additional funding, whether through Capital Improvement dollars or underwriting by local businesses/corporations is still needed. A positive step forward was the development of accounts for donations to the Main Street program that would remain in place from year to year and not revert to the General Fund.

STANDARD III TOTAL SECTION SCORE _____

STANDARD IV. STRATEGY-DRIVEN PROGRAMMING

Decades of experience implementing the Main Street Approach™ has demonstrated that building and sustaining a successful downtown effort is not a project, but an ongoing process that requires long-term commitment.

A. Main Street Has a **Vision** for the future of District and **Defined Strategic Direction** for the Program's Work.

Key Indicators	Value (1=low to 5=high/strong)
1. Feedback from district stakeholders is regularly collected.	3 / 4 / 3
2. We have up-to-date district market, economic and demographic data.	5 / ? / 4
3. Our vision and mission (<i>outlined in Standard II-Leadership</i>) drives our work.	5 / 5 / 5
4. To understand and act upon market opportunities, we have conducted a consumer survey in the last 2 years.	3 / ? / 3
5. To understand and act upon market opportunities, we have an up-to-date building and business inventory.	5 / 5 / 5
Self-evaluation score, this section	

B. Main Street's **Work Plan** is Aligned to Selected Strategies and the Main Street 4-Point Approach.

Key Indicators	Value (1=low to 5=high/strong)
1. We have a Plan of Work driven by market understanding.	5 / 5
2. We are (<i>please indicate which one</i>) <u>exploring / have begun / have adopted</u> a Transformation Strategy plan of work.	4 / 5? / 5
3. Our work plan has activities across all four points of the Approach.	4 / 5? / 5
Self-evaluation score, this section	

Reflection. *As you reflect on your program's success (or struggles) in standard IV, please share any observations / comments / questions you may have.*

The Main Street Advisory Board had a very productive retreat in late 2021 which resulted in a work plan based along the Transformative Strategies template. This was the first time 6 of the 7 board members had ever worked to develop a Main Street program work plan. While the plan is rather wide-ranging, it is anticipated that it will continue to be pinpointed into a greater level of specificity as the experience level of the board's members increases with time.

There is a downtown business survey ready for distribution. The concern is whether those aforementioned business owners who do not open the program's e-blasts will participate in this. Any tips/tools toward greater participation would be welcomed.

The existing building/business inventory needs to be updated. This will be a project for staff, the board, and volunteers that we can recruit. Along that same line, the HABS survey of structures in the Downtown Taylor Commercial Historic District which coincides with the Main Street district is woefully out of date and needs to be updated.

STANDARD IV TOTAL SECTION SCORE _____

STANDARD V. PRESERVATION-BASED ECONOMIC DEVELOPMENT

A community's historic buildings and structures are some of its greatest assets and have the power to convey a unique and inviting sense of place. Consequently, preservation and rehabilitation should be a priority goal for all Main Street programs. Promoting a historic preservation-based program includes educating the public, as well as working with businesses and property owners on appropriate improvements and utilizing the services of the TMSP design staff.

Key Indicators	Value (1=low to 5=high/strong)
1. There have been visible changes in the appearance of downtown over the last year through reinvestment activity and appropriate design work from façade and building rehabilitations, signage, awnings, maintenance etc. <i>(We will reference reinvestment & design reports for this section.)</i>	5 / 5 / 5
2. Downtown/the commercial district is listed in the National Register of Historic Places or eligible. If not, has this been previously explored? Yes ____ No ____	5 / 5 / 5
3. There is an educational program in place to build community awareness about the value of the district's historic assets and history.	3 / 4 / 4
4. The community is a Certified Local Government, has a preservation ordinance, or the organization has design guidelines, based on the Secretary of Interior Standards, in place and applies them during reviews as applicable. <i>Please provide details.</i>	5 / 5 / 1
5. We have a design review process that ensures appropriate preservation outcomes.	5 / 4? / 4 (with grants)
6. There is a design review process. <i>(Mark as '3' if it only applies to projects receiving local grants; '5' if there is review for any work in the Main Street district.)</i>	3
7. There is a recent business/property inventory. <i>(Also asked in Standard IV)</i>	5 / 4 / 4
8. Volunteer leadership, staff seek out preservation-based training and as a result are confident in their understanding of basic concepts of historic preservation.	3 / 5 / 5
9. Preservation-based economic incentives are in place to encourage appropriate improvements to historic resources in the district.	5 / 5 / 5
10. Ordinances, activities and/or incentives have been put into place to address and target issues such as building underutilization, long-term vacancies, storage etc.	4 / - / 2
11. We have not lost any historic resources/assets/properties in the district over the past 12 months.	5 / 5 / 5
12. We are live/public on DowntownTX.org.	3 / 5 / 5
13. We are actively working to become live/public on DowntownTX.org.	5 / N/A
Self-evaluation score, this section	

Reflection. Taylor has a NR Commercial District but no local historic district in place. There had been an earlier attempt at a Preservation Ordinance, but the City Council rejected it as being too stringent. I wrote a draft ordinance dealing with demolition and demolition by neglect in 2019, but senior staff have not reviewed it for content. The Main Street Board judges any Façade Improvement Grant applications by the Secretary of Interior's 10 Standards, but beyond encouraging other building owners to work with TxMS Staff, there is little we can do to promote preservation and solid design choices. I am being included in any Pre-Application meetings with Planning Staff for projects within the Main Street District. I hold a MHP from UGA and would relish the opportunity to utilize my skills and experience to develop a local ordinance, to encourage the City to utilize the Main Street Board as the Historic Preservation Commission, and work to become a CLG. Especially with the growth that is coming, all of this is critically needed.

STANDARD V TOTAL SECTION SCORE _____

STANDARD VI. DEMONSTRATED IMPACT & RESULTS

Key Indicators	Value (1=low to 5=high/strong)
1. Reinvestment reports are submitted as required in the contract.	<i>Texas Main Street office will score this based on your report submissions.</i>
2. Reinvestment into the district during the year and over time indicates improvement is occurring.	5 / 5 / 5
3. The Main Street program is recognized and valued locally as the driver of the revitalization effort and for the resulting contribution to quality of life.	5 / 5 / 5
4. Downtown/the program/projects have been recognized with external awards, grants or designations over the year (i.e. Texas Downtown Association President's Awards, THC Texas Treasures awards for downtown businesses, Cultural District, Texas Capital Fund, etc.)	3 / 5 / 3
5. Downtown is generally viewed as an active marketplace which the community supports.	4 / 5 / 4
6. There are long-time businesses in downtown, providing evidence that there is a marketplace that can support them.	5 / 5 / 5
7. Property values and market activity means that new businesses opening in our downtown are prepared for and capable of effectively running a business. 'Hobby' businesses have decreased over time.	5 / 5 / 5
8. Property owners generally understand the inherent value of historic buildings and their responsibility to be good stewards of them.	4 / 5 / 4
9. Property owners see a positive return on their investments.	5 / 5 / 5
10. Downtown's occupancy rate has increased over time, including second floor uses.	5 / 5 / 5
11. Downtown has destination businesses.	5 / 5 / 5
Self-evaluation score, this section	

Reflection. Over the past year, the Downtown Taylor business community has remained strong despite the difficulties of COVID. Of the 4 quarters of 2021, only Q1 showed a net gain of 0 – which is break-even – in terms of business startups, expansions, and/or relocations. That quarter, we both gained and lost 1 business in the district. The economic picture rebounded significantly in Q2 when we saw 8 new businesses in downtown Taylor and a final net gain of 3 businesses overall. Q4 was a bit more modest with 2 new businesses resulting in a net gain of 1 new business enterprise in downtown. Finally, Q4 has finished strongly with 4 new businesses starting up and a net gain of 4 for the quarter. The 2021 results show 15 new, expanded, and/or relocated businesses within the Main Street Taylor district and an overall net gain of 8 businesses as this community continues to recover from the ongoing struggles of a global pandemic, supply chain interruptions, increasing inflation, and difficulties in obtaining qualified and dependable workers.

We have several destination businesses with one, Jeff's Resurrections, bringing in customers from around the world for quality restoration of unique and valuable vehicles. Louis Mueller BBQ has lines out the door and down the sidewalk waiting for a chance to order on almost a daily basis. The Taylor Airport's courtesy car is routinely used by pilots who have flown in just to eat at Louis Mueller's. Several of our retail stores bring repeat customers from around the Central Texas area to shop and spend the day here. Now that quarantine restrictions have eased, the Black Sparrow's stage showcases acts from around the region that bring fans from Taylor and beyond to Downtown.

Several buildings have sold this year and additional ones are actively on the market. More than one large downtown building is under strong consideration for renovation in 2022.

STANDARD VI TOTAL SECTION SCORE _____

-end-

Main Street Advisory Board
January 19, 2022

Agenda Item Cover Sheet

Regular Agenda - 5

Discuss & Approve Taylor Annual Work Plan



City of Taylor
Main Street Program

Work Plan
FY 21-22

Vision

Taylor Main Street envisions a resilient downtown community that celebrates its historical significance and is a people place, diverse in experiences, that welcomes local residents and visitors to live, work, dine and be entertained.

Mission

Taylor Main Street will promote historical preservation principles and assist in economic development within Taylor's historical downtown business district using the Four Points of Main Street approach, including Organization, Design, Promotion and Economic Restructuring, thereby making a significant contribution to the quality of life in our community.

Transformation Strategy #1:

Become a pedestrian-friendly destination: welcoming, walkable, and comfortable.

The process of creating a more pedestrian-friendly destination in downtown is to coincide this with creating things for people to do in downtown. Pedestrian-friendly environment goes beyond curb appeal because there have to be reasons for people to come here rather than any of a million other places. With any visual components added to downtown, couple them with an “activity” component: the Pianos on Main exemplified this; create photo-worthy changeable tableaux in downtown windows; create a scavenger hunt – Mice on Main sculptures with a scavenger hunt developed to help find them. Place abstracted cotton bale sculptures for children to climb on or adults to sit on around the downtown.

Goal 1: Capitalize on already-identified downtown improvements”

Actions	Start	Check In	Complete	Lead
Go through the Downtown Master Plan	February			Staff & Committee
Prioritize projects and objectives by year	March			Committee
Present to City Council	April		April	Staff & Board Chair

Goal 2: Encourage quality development of private properties.

Actions	Start	Check In	Complete	Lead
Continue work on Taylor Historic Preservation Ordinance centered around demolition and demolition-by-neglect.				Staff
Offer educational session on tax credits and other incentives available to commercial property owners.				Doug, TCH staff
Explore Vacant Building Registry / Ordinance with CoT to discourage property owners from sitting on their buildings.				
Create an “Endangered Species” list of buildings – post their histories and offer tours of them during Preservation Month.				

Goal 3: Create a livelier and more welcoming streetscape:

Actions	Start	Check In	Complete	Lead
Explore creating artful pedestrian crosswalks in strategic locations.			Ongoing	Staff and MSAB
Activate the windows of empty and underused buildings – put “this building isn’t empty - it’s full of possibilities” or “visualize your business here” posters with a QR code link to DowntownTX.org				
Encourage more storefront lighting - consider using a lighting provision in the grants available to businesses.				
Evaluate whether the Pianos on Main continue to make sense to continue as a project.				
Consider sandwich boards and/or directional signage to help visitors downtown.				
Consider art painted on sidewalks to coordinate with “OPEN” flags.				

Goal 4: Increase comfort and safety for downtown visitors and residents

Actions	Start	Check In	Complete	Lead
Benches – review the number and location of benches to recommend additional ones or relocation of others.				
Consider each bench’s location and placement to encourage conversations and not just sitting alone for a few minutes.				
Perform walkabouts in downtown to suggest the addition of shade trees or other shade-providing means for the sidewalks.				
Perform an awning/canopy survey – which buildings have awnings in good condition, are in need of replacement, or need awnings or canopies installed and work with property owners to utilize the grants program to improve/install them.				
Perform walkabouts to determine where trashcans are needed and recommend their installation.				
Advocate for TPD to activate a bike patrol dedicated to downtown.				

Goal 5: Reduce Noise Clutter in Downtown

Actions	Start	Check In	Complete	Lead
Invite all applicable parties to the table (TxDOT, Railroad Commission, CoT) to discuss creating a quiet zone for train horns			Ongoing	Staff and MSAB
Consider working with TxDOT and CoT to install traffic-calming measures to reduce speeds on Main, 4 th and 2 nd Streets.				
Ask for a rolling speed meter to be consistently utilized in various areas of the downtown.				

Transformation Strategy #2 –

Nurture and activate the downtown business community

Goal 1: Encourage locals’ patronage of downtown businesses by combatting the perception that there is insufficient parking.

Actions	Start	Check In	Complete	Lead
Publish a map of parking on the TaylorMade FB page, the CoT FB page, and located permanently on the City website, etc. with the number of parking spaces noted				Staff
Publish a graphic that illustrates how far you would walk from the parking lot at a big box retailer compared to the distance you have to walk from a typical downtown parking space to a downtown business.				
Consider building merchant buy-in to a “Park Away” program by marketing it as “Heart Smart Parking.”				

Goal 2: Improve communication channels between merchants and Main Street Program / City of Taylor. Boost the Main Street’s communication about downtown businesses.

Actions	Start	Check In	Complete	Lead
Continue Breakfast Bites – dedicate meeting to communication and how best to communicate with the merchants – group texts are a possibility.				
Request that a portion of HOT Funds go towards Main Street – to help hire an assistant to work on communications/special events specializing in social media, website and Main Street-to-merchant communications.				

Goal 3: Make sure downtown is open to everyone.

Actions	Start	Check In	Complete	Lead
The South Side holds untapped potential in terms of an increased customer base for Taylor's downtown businesses and events.				
Support existing and fledgling businesses located in South Side to grow and prosper.				
Establish an ad hoc committee to find ways to reach leaders there and learn how to effectively communicate with and market to them.				

Goal 4: Support businesses "where they are."

Actions	Start	Check In	Complete	Lead
Offer free training opportunities for downtown and prospective business owners in conjunction with the SBDC.				
Work with downtown businesses to improve their presence on the Internet – update Google maps along with business data visible to surfers				
Explore ways to create better synergy between restaurant and bars – group promotions?				
Develop a pre-order "concert or event" meal program with downtown restaurants when downtown concerts or other events are occurring.				

SOP for implementation of Board Approved Action Items:

BREAKFAST BITES:

Actions	Start	Check In	Complete	Lead
Discuss top downtown trends and make list of potential topics and speakers for the year and potential local partners				Staff
Confirm speakers and reserve meeting space at least <u>one month</u> in advance				Staff
Design and print promotional materials at least <u>two weeks</u> in advance to promote “Breakfast Bites” online through social media and printed materials				Staff
Review post-event evaluations and make adjustments as needed				Staff

VOLUNTEER DEVELOPMENT:

Actions	Start	Check In	Complete	Lead
Identify active citizens, local leaders and business owners from the community and invite them to get involved with TMSP			Ongoing	Staff and MSAB

ACTION PLAN FOR BLACKLAND PRAIRIE DAYS 2022:

Actions	Start	Check In	Complete	Lead
Determine event chair				Staff
Determine venue for registration and VIP				Staff
Determine sponsorship levels and print rack card				Staff
Determine participating Texas breweries				Staff
Secure downtown retailers coordinator				Staff
Secure entertainment and photographer				Staff
Determine ambassador coordinator				Staff
Select VIP Coordinator for Registration and plan reception				Staff

Main Street Advisory Board
January 19, 2022

Agenda Item Cover Sheet

Regular Agenda - 6

Review Board Accountability Agreement

The Local Main Street Advisory Board

Main Street Board Members

Purpose of Position

The board is responsible for assisting in policy, review of the annual program budget and determining the goals of the program. The board should be representative of the community, lending support to the local program and director and should be an advocate of downtown revitalization.

Job Requirements

Each board member should have or provide one or more of the following:

- A demonstrated interest in the program's purpose and its goals.
- Specific experience in and/or knowledge of administration, finance, program development, advertising, public relations, downtown business activity, communications, design or economic restructuring.
- Representation of a public or private organization in the community or a segment of the community.
- Four to ten hours of time per month available to be given to the Main Street Program.

Major responsibilities:

The board members are jointly responsible for:

Policy Administration

- Ensuring that the program fulfills its commitment to the community in areas of standards and policy.
- Adopting and administering by-laws.
- Adopting policies that determine the program's purposes, governing principles, functions and activities and courses of action.
- Developing a partnership with city council and respecting the final decisions of the council in an effort to build community consensus.

- Working as a cohesive group to resolve conflict of opinion on decision matters that relate to the board as a whole or the city council.

Finance

- Approving and monitoring the finances of the program within the approved budget.
- Helping raise sufficient funds to ensure that the program can meet its objectives.
- Developing a self-audit system.
- Educating community and city council about budget needs.

Public Relations

- Understanding and interpreting the program's work to the community.
- Relating the services of the program to the work of other organizations and agencies.
- Giving sponsorship and prestige to the program and inspiring confidence in its activities.
- Serving as advocates of economic development through historic preservation in the downtown area.
- Promoting the local heritage of the community.

Evaluation

- Regularly reviewing and evaluating the program's operations and maintaining standards of performance.
- Monitoring the program's activities.
- Counseling and providing good judgment on plans adopted by committees and the program director.

Personnel

- In some cases, making recommendations to city manager or mayor on the selection of the Main Street Manager.
- Participating in the recruitment, recommendation and development of individuals to serve on the board as approved by city council.

- Encourage and support the efforts of the Main Street director.

Individual Standards

A responsible Main Street Board Member:

- Supports board decisions, even when he or she may disagree with the majority decision.
- Understands the mission of the Main Street Program and promotes its goals and activities to his or her own constituent groups and to the community as a whole.
- Attends board meetings and adheres to by-laws of the board.
- Participates in the ongoing training that pertains to board member responsibilities and goals of the program.
- Contributes one or more of the following: knowledge, financial resources or labor to the Main Street Program.
- Respects the need of the Program Director to report to only one "boss."
- Offers opinions honestly, without reservation and in a constructive way.
- Does not commit more time to the Main Street Program than he or she can realistically afford.
- Delegates responsibilities to the committees when appropriate.
- Promotes unity within the organization and seeks to resolve internal conflicts.
- Encourages orderly, systematic and incremental implementation of the Main Street Program's work plan, discouraging the board from being distracted by secondary issues or projects not included in the program's annual agenda.
- Encourages staff and other board members to express their opinions openly in board meetings.
- Is loyal to the program and honors his or her commitment to it.
- Understands that their actions in public are directly linked to the perception of the program.



MAIN STREET ADVISORY BOARD ACCOUNTABILITY AGREEMENT 2022



Purpose of Board Position

Collectively, the Advisory Board is charged with advising City Council on Main Street program goals and activities. The Main Street Advisory Board, with staff assistance, is responsible for determining the annual goals and action plan of the program, as well as conducting the projects that accomplish the annual goals and projects.

Board Job Requirements

Each board member should have or provide one or more of the following:

Policy Administration

- A demonstrated interest in the Taylor Main Street Program's mission, vision, and goals.
- With the Main Street Manager, developing an annual action plan of goals, objectives, and activities for the program.

Volunteers

- Participating in the recruitment and development of individuals to serve as volunteers on committees and eventually to apply for the advisory board.

Public Relations

- Giving sponsorship and prestige to the program and inspiring confidence in its activities.
- Serving as advocates of economic development through historic preservation and heritage tourism throughout the community and beyond.
- Understanding and interpreting the program's work to the community and region.
- Relating the benefits and services of the program to the work of other local, county, regional, state and federal organizations and agencies.

Evaluation

- Monitoring the program's activities.
- Counseling and providing good judgment on plans recommended by the committees and adopted by the advisory board.

Individual Standards

A responsible Main Street Advisory Board member:

- Understands the mission and vision of the Taylor Main Street Program and promotes its goals and activities to his or her own network of contacts and to the overall community.
- Is loyal to the program and honors his/her commitment to it.
- Commits to at least 3 (three) years of service.
- Learns the Main Street Four-Point Main Street Approach
- Cooperatively drafts an annual board action plan and takes responsibility for board action plan goals and projects.
- Works 4-10 hours monthly on Main Street program action plan projects.
- Participates actively and contributes to one primary Main Street committee.
- Prepares in advance for monthly board and committee meetings.

- Encourages orderly, systematic, and incremental implementation of the Taylor Main Street Advisory Board Action Plan, discouraging advisory board members from being distracted by secondary issues or projects not included in the board's annual action plan.
- Delegates responsibilities to other board members or committee members when appropriate.
- Takes responsibility of his/her position on the board and takes appropriate action if life situations alter his/her time commitment.
- Does not commit more time to the Main Street program than he/she can realistically afford.
- Attends a majority of annual special events and activities of the Taylor Main Street Program.
- Recruits/orients new board and committee members.
- Reads selected board training/orientation materials.
- Attends as many of the training programs and workshops as possible held each year by the Texas Historical Commission, Texas Downtown Association and other heritage tourism or preservation-related organizations.
- Always represents the program positively to the public.
- Supports board decisions and the Main Street Manager, even when he or she may disagree with the majority decision.
- Respects the need for the Main Street Manager to report to only one "boss".
- Contributes knowledge, talents, financial resources, and/or labor to the Main Street program.
- Offers opinions honestly, without reservation and in a constructive, professional way.
- Promotes unity within the organization and seeks to resolve conflicts.
- Attends the majority (minimum 75%) of board meetings.

Expectations for a Committee Chair or Co-Chair:

- Commit to at least one (1) year of service
- Work five (5) to eight (8) hours a month in committee
- Call and run committee meetings, including selecting date and time, producing a draft agenda, and emailing out final posted agenda to all committee members a week in advance of meeting.
- Recruit and orient committee members
- Teach others the Main Street Four-Point Approach
- Represent the committee to the board
- Report on board issues to the committee
- Remove oneself from office if any personal conflicts-of-interest arise
- Organize the committee's annual action plan
- Delegate tasks to responsible committee members
- Oversee any subcommittees
- Take responsibility for committee results
- Manage and reward volunteers' efforts

Board Member _____ Date _____

Board Chair _____ Date _____

Main Street Advisory Board

January 19, 2022

Agenda Item Cover Sheet

Regular Agenda - 7

Signage Design Guidelines Package

Staff Report
January 19, 2022 MSAB Meeting

TAYLOR GUIDELINES FOR DOWNTOWN BUSINESS SIGNAGE

The components of the Taylor Guidelines for Downtown Business Signage are complete. I have ordered presentation folders with 4 separate pockets to hold the various sections of the Guide. Here is the proposed layout:

Section 1: The Signage Guidelines developed by TMSAB

Section 2: The Taylor Main Street Sign Reimbursement Grant packet

Section 3: Information on obtaining a sign permit

This includes how to open an account on My Permit Now, and the Commercial Sign Permit Checklist.

Section 4: The Taylor Sign Ordinance

We will keep a limited number of printed packets on hand in City Hall – copies will be available on the wall in City Hall with other informational packets adjacent to Utility Billing. We will also have the 4 components online in several locations on the City's website.



Downtown Sign District Guidelines

2022

Written and Developed by
the Taylor Main Street Advisory Board
and City Staff

WELCOME TO MAIN STREET TAYLOR!

This is a booklet to help you make effective, beautiful, and appropriate signage that benefits your business and contributes to building the aesthetic character of historic downtown Taylor, Texas.

We have also tried to create a document that outlines the City of Taylor sign ordinance and makes it easier to understand the rules, the steps to obtain a sign permit, and the names of people to contact to help you through the entire process. This document was created by the Taylor Main Street Advisory Board and City Staff to be used as a tool for small business owners in Taylor.

SIGNAGE HAS IMPACT:

Good signage can be powerful. It can tell customers about your business even before they walk in the door. Most importantly, it can help them decide IF they will walk in your door. In addition to the rules and regulations of the City of Taylor Sign Ordinance, this booklet provides tips and ideas about signage and photographs of both “appropriate” and “inappropriate” examples of signage. There are a lot of issues to consider when creating new signage: good design, clarity, simplicity, and quality implementation. All of these are important to having the greatest impact on your business.

Though we can't recommend actual designers or sign painters/ manufacturers or installers, there are a number of local and regional craftspeople that can help you with this process. Contact the Taylor Main Street Manager for more specific thoughts and suggestions.

SIGNAGE ASSISTANCE:

When you are ready to create a sign(s) for your business, here are some easy ways to connect you with the proper resources:

- City of Taylor Development Services Department
- Permit Clerk - Ruby Lepe - 512-309-6183; Ruby.Lepe@taylortx.gov
- The Taylor Sign Ordinance can be found here: [Taylor Sign Ordinance in Municode](#)
- Apply for a sign permit online by clicking this link: [Sign Permit on My Permit Now](#)
- The cost for a sign permit varies. Information can be found on the 2022 Fee Schedule on page 8 - Signs
- The Taylor Main Street Program has signage grants available. Contact the Taylor Main Street Manager, Jan Harris at 512-352-3463; jan.harris@taylortx.gov
- We are delighted you are using this resource. Let us know how we can help.

All the best,

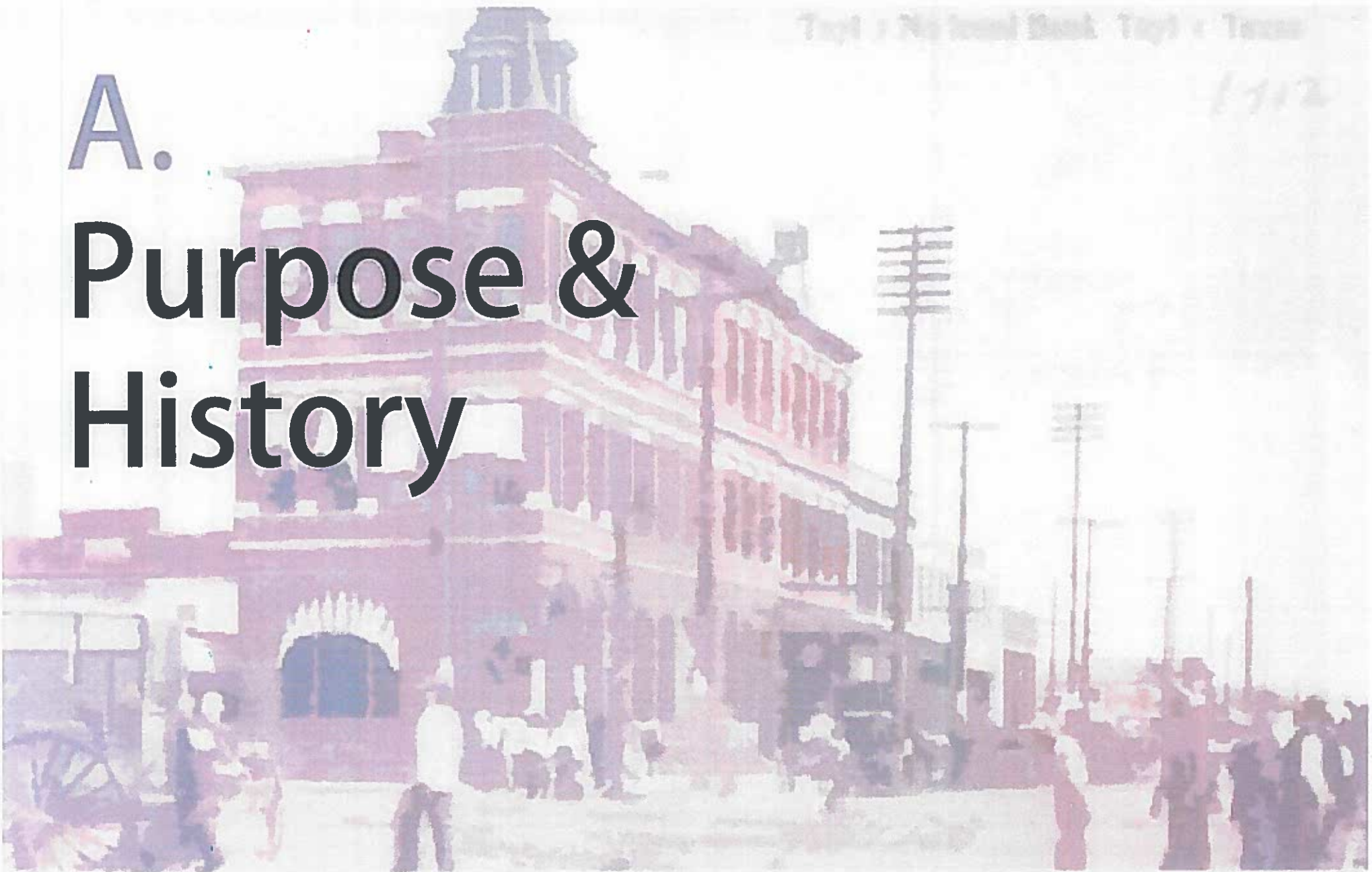
The Taylor Main Street Advisory Board

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1912

A. Purpose & History



If everyone is shouting, can any one person truly be heard? Of course not! This same premise is true of signage in a downtown historic commercial district. If every storefront is screaming "Look at ME!" the message each store is trying to get across in the streetscape becomes visual noise. Guidelines for signage that govern an entire downtown area are an effective way to help businesses and property owners meet the goal of both promoting the business inside while enhancing the overall appearance of the individual building and the overall streetscape.

These sign guidelines are written to establish consistent standards for the Downtown Taylor Sign District, as well as to encourage creativity and to give the individual building owner flexibility. The guidelines are not intended to limit creativity; rather, they are designed to help owners understand the features of their building and how these features will define the appropriate scale and placement of a sign. By following this set of guidelines, each storefront can become an individual statement for its market, while also appearing in harmony with neighboring businesses.

Different types of signs serve different purposes in a downtown area. In most areas of any downtown, first impressions may be from an automobile, and certain signs are designed to be seen from that vantage point. Other signs are intended for the pedestrian to read while strolling the sidewalk. The building or business owner's choice of materials, size, scale, and type of signage are reflective of the way that the sign is intended to be viewed. A general rule of identification is that any patron needs only to recognize where a business is once. A well designed and thoughtfully placed sign is one of the most effective tools a business owner has available to promote his/her business.



Figure 1 – Wall sign with external up lighting

Importance . 02

Throughout the City of Taylor's rich architectural history, exemplified by distinct building styles over the many decades of its history, simple "marketing" guidelines related to signage remain basic. These guidelines are specifically designed for properties located within the downtown sign district. They are also intended to be a useful tool for all properties located in the Taylor Main Street Downtown Improvement District. The map below (Figure 2) displays the large black outline as the Taylor Main Street Downtown Improvement District and the green outline as the downtown sign District.

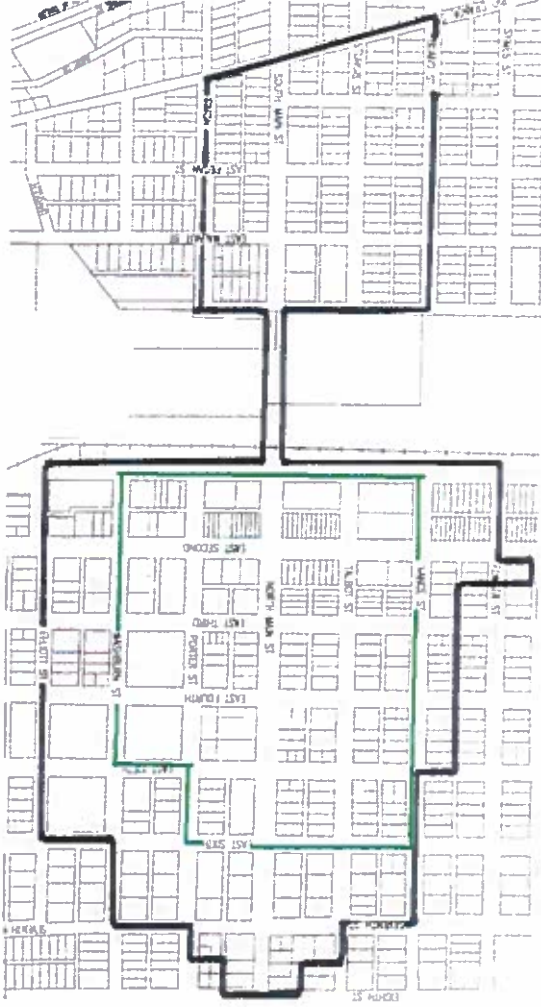
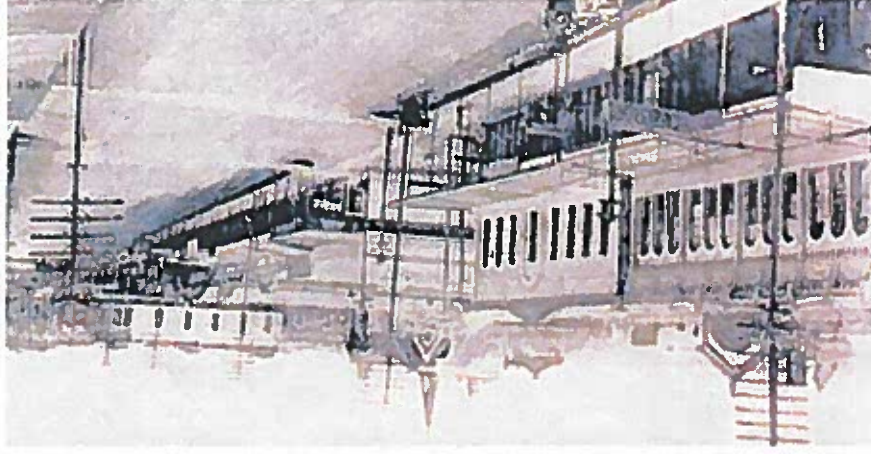


Figure 2



The background of the slide is a faded, sepia-toned photograph of a city street. In the foreground, a streetcar is visible on the left side of the road. The street is lined with buildings, and a street sign is visible on the right. The overall tone is historical and urban.

B.

Types of Commercial Signage Allowed in the Taylor Downtown Sign District.

- Primary Signage .01
- Secondary Signage. 02
- Accessory Signage. 03
- Other Signage. 04

TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

Primary Signage. 01

There are four different types of signs allowed on commercial buildings:

- I. PRIMARY SIGN
- II. SECONDARY SIGN(S)
- III. ACCESSORY SIGNS
- IV. OTHER SIGNS

I. The PRIMARY SIGN is the most dominant sign (i.e., largest in size, most prominently placed in the sign band or upper facade area or hung from the exterior façade). It may be a single sign, or a combination of signs provided the total square footage of the primary sign or signs does not exceed the allowable square footage permitted for the building. (Figures 3 & 4.)



(1) Projecting Sign (2) Flush Mounted Wall Sign (3) Dimensional Projecting Sign

Figure 3

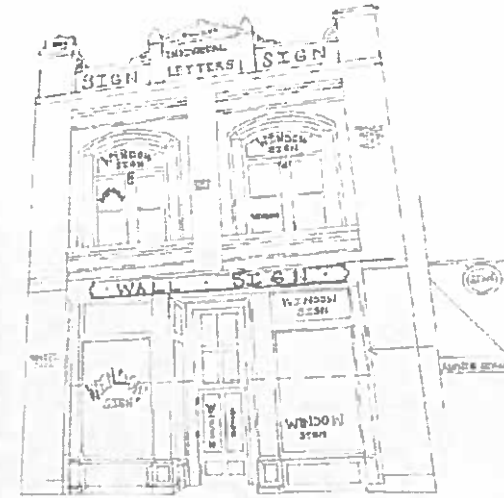


Figure 4

In the example above, a dental practice may have a Primary Sign that will read “HAPPY TEETH ON MAIN” – which is the actual name of the business – or simply “DENTIST.” It will be the most predominant sign on the facade in one of three configurations shown:

- (1) a perpendicular hanging sign, or projecting sign, over the sidewalk and storefront or corner mount,
- (2) mounted or painted to a flush surface on the building designated for sign use, or
- (3) the sign could also be just be a large fiberglass or wooden tooth hung from the front or corner of the building.

Primary Signage. 01

TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

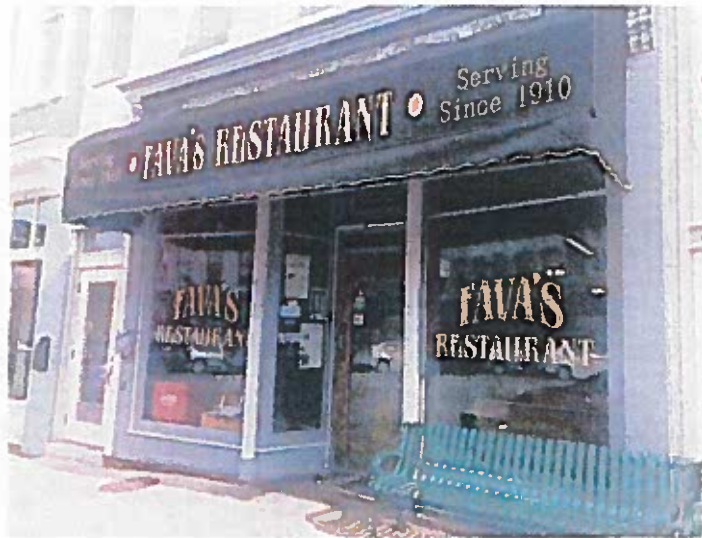
I. Primary signs are divided into four general types:

- A. Canopy Signs
- B. Projecting Signs
- C. Wall Signs
- D. Window Signs

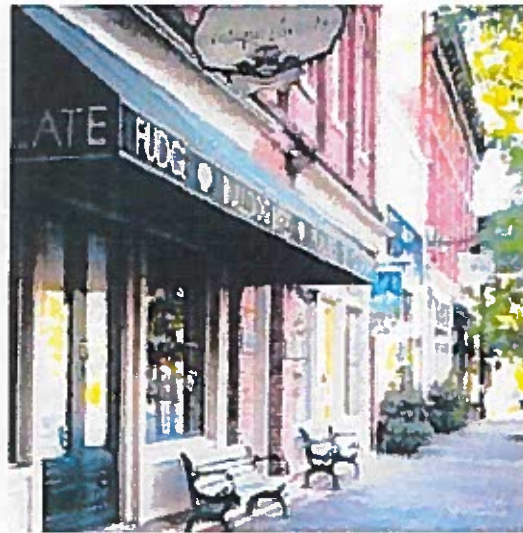
A. Canopy Signs –

This is a sign that is an integral part of the canopy of an awning. These signs shall not exceed 16 square feet in area. Signs may be printed on the awning itself or on the valance of the canopy.

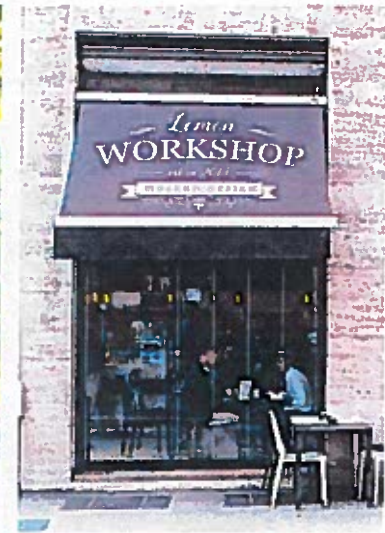
Good examples of signs printed on the awning or valance:



Store name printed on the valance.



Store products printed on the valance.



Store name printed on the awning itself.

Primary Signage. 01

TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

B. Projecting Signs

Projecting signs shall not exceed 12 square feet in area. The top of all projecting signs shall be located below the roofline at a height not greater than 16 feet above the ground. Projecting signs shall not project from the exterior wall more than 6 feet. These signs will usually be much smaller than the allowed general size based on construction limitations. The size of a projecting sign depends on the space available for and the style of, the bracket hardware, the amount of adequate space for stabilization (if wires are needed), and weight/stress placed on the building by the sign.

Below are examples of different types and designs of projecting signs. Projecting signs are hung from an iron bracket. The words are minimal and it is the shape of the sign that catches the eye.



C. Wall Signs

A wall sign is a primary sign set within the sign band area that is located above the storefront and transom windows and below the upper facade windowsills. Wall signs shall not exceed the maximum allowable square footage for primary signs. (Fig. 5)



Maximum 30 feet of signage

30' wide

Figure 5

How to determine the size of a wall sign:

The square footage is calculated based on the width of the front building façade: one square foot of sign area per one horizontal linear foot. Signs cannot exceed the maximum sizes per primary sign type. The façade of this building is 30 feet wide. Therefore, the maximum size allowable for the wall sign is 30 square feet. (Fig. 5).

Primary Signage. 01

TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

D. Window Signs

A window sign is defined as a sign affixed to the interior or exterior of a storefront window or placed inside the storefront within three (3) feet of a window for the purpose of being visible from the exterior of the window. Window signs shall not exceed 30% of the total window area. Window signs are often used as secondary signage subordinate to either wall/fascia or projecting signs; however, nothing prohibits the window sign from being the primary sign for a business. Window signs can be professionally hand-painted on the glass or utilize high quality stencils for greater visual impact.

Window signs may cover no more than 30% of the total available square footage of the storefront windows.

How to determine the size of window signs:

1. Measure the height and width of all of the storefront windows.
2. Combine the measurements.
3. Window signs can cover 30% of the total square footage of the sum of the windows.

The storefront windows in this illustration are $8' \times 3' = 24 \text{ f}^2 \times 4 = 96 \text{ f}^2$

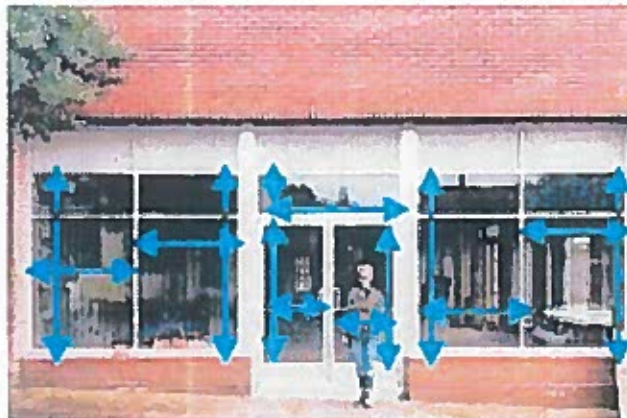
The glass panels on the door are $5' \times 1' = 5 \text{ f}^2 \times 2 = 10 \text{ f}^2$;

Transom window above door = $6' \times 2' = 12 \text{ f}^2$

$96 + 10 + 12 = 118 \text{ f}^2$

30% of 118 = 35.4

This building is allowed a maximum of 35.4 f² in primary or secondary window signage.



Secondary Signage. 02

B. TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

II. Secondary Signs

A secondary sign is a sign meant to supplement or complement the primary sign and is subordinate to the primary sign. The square footage of secondary signs (other than those on the storefront windows) is included in the allowable square footage permitted for the building.

- Secondary signs can be in many places on the facade. This includes repeated matching signs on awning valances or in multiple display windows.
- The secondary sign may be the business name or the type of business.
- The secondary sign may include tag lines below the name, graphics, or proprietor / professional's name and title, or slogan.
- The secondary sign could be a dimensional icon graphically depicting the type of business; however, it MUST be smaller than the Primary Sign as described below (Fig. 6).



Figure 6- locations for secondary signs

In the example above, the primary sign reads "HAPPY TEETH ON MAIN." The secondary signs are applied as a pair on storefront windows. NOTE: This matching pair example is allowable. The square footage of the window signs does not count as a part of the allowable square footage for signs on the building facade. Up to 30% of storefront glass can be covered with window signs.

TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

Secondary Signs are divided into 3 categories:

- A. Awning Signs
- B. Hanging Signs
- C. Window Signs

A. Awning Signs

- These signs can be printed or handpainted onto the valance or the main part of a canvas awning.
- The size of awning signs cannot exceed sixteen (16) square feet.
- No awning sign shall extend above the top of the awning.

Appropriate use of awning signs:



Signs printed on the main awning surface.



Sign printed on the valance of an awning.

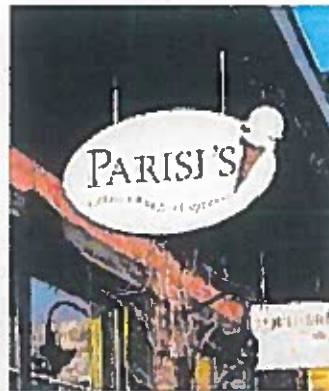
Secondary Signage. 02

TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

B. Hanging Signs

- These signs may not exceed eight (8) square feet in area.
- Sign must provide a minimum of seven (7) feet clearance between the sidewalk surface and the bottom of the sign.
- Hanging signs must be within six (6) feet of the business' front door.
- Such signs must hang perpendicular to the façade of the building.

Appropriate use of hanging signs:



TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

C. Window Signs

A window sign is defined as a sign affixed to the interior or exterior of a storefront window or placed within three (3) feet of a window for the purpose of being visible from the exterior of the window. Window signs shall not exceed 30% of the total window area. Window signs are often used as secondary signage subordinate to either wall/fascia or projecting signs, however, nothing prohibits the window sign from being the primary sign for a business. Window signs can be professionally hand-painted on the glass or utilize high quality stencils for greater visual impact.

Window signs may cover no more than 30% of the total available square footage of the storefront windows.

How to determine the size of window signs:

1. Measure the height and width of all of the storefront windows.
2. Combine the measurements.
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The storefront windows in this illustration are $8' \times 3' = 24 \text{ f}^2 \times 4 = 96 \text{ f}^2$

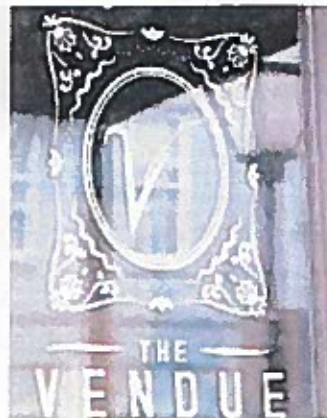
The glass panels on the door are $5' \times 1' = 5 \text{ f}^2 \times 2 = 10 \text{ f}^2$;

Transom window above door = $6' \times 2' = 12 \text{ f}^2$

$$96 + 10 + 12 = 118 \text{ f}^2$$

$$30\% \text{ of } 118 = 35.4$$

This building is allowed a maximum of 35.4 f² in primary or secondary window signage.



Accessory Signage. 03

TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

III. Accessory Signs:

Accessory signs are small signs that are not a part of the total allowable square footage permitted for the building. Accessory signs are restricted to hours of operation, credit cards accepted, and official notices of services required by law or trade affiliations.



NO CASH
ACCEPTED
debit or credit cards only



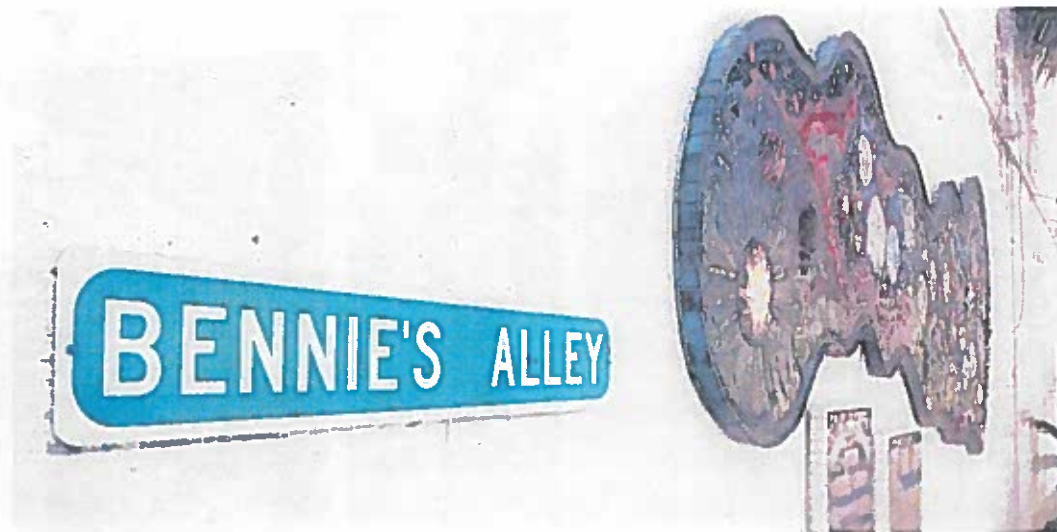
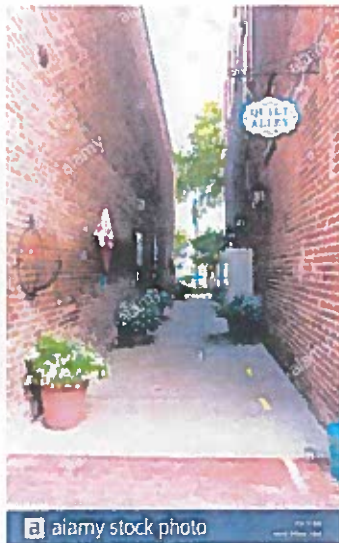
TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

IV. Other Signs:

A. Alley Signs

- A sign used to identify the alley entrance to a building or business.
- Alley signs shall not exceed six (6) square feet in area.
- Alley signs require a permit.

Appropriate use of alley signs:



TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

B. Banner Signs

A hanging banner is defined as a temporary sign, either attached or freestanding, with or without characters, letters, illustrations, or ornamentation applied to cloth, paper, flexible plastic, or fabric of any kind, attached to the exterior of a structure or free-standing on the site with temporary fastening devices such as rope, string, wire, twine, or similar materials, which is in addition to the permitted permanent signs, announcing a special event for a business i.e., business openings, grand openings, sales, or promotional events.

- Banner signs shall not exceed sixteen (16) square feet in area.
- All banners require banner permits.
- Approved banners with permits shall be displayed for a maximum of ninety (90) days per calendar year. See City of Taylor Sign Ordinance subsection (o)(9).

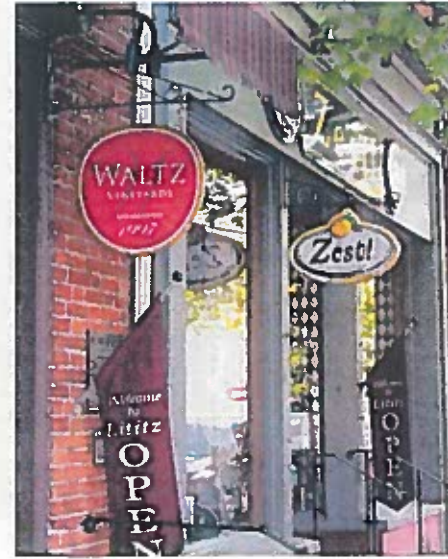


TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

C. Feather Banner

A feather banner is a vertical portable sign, made of lightweight material that is prone to move in the wind, and that contains a harpoon-style pole or staff driven into the ground for support or is supported by means of an individual stand. This definition includes such signs of any shape including flutter, bow, teardrop, rectangular, shark, feather, and U-shaped. For purposes of this chapter, a feather banner is an advertising device and sign.

- Feather banners shall not exceed 16 square feet in area.
- Feather banner signs are for temporary use only and shall not be displayed for more than 30 calendar days in a 12-month period.
- Feather banners require a permit.



TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

D. Murals

- A mural covers all or substantially all of a wall.
- Murals must have design content approval from the Taylor Main Street Advisory Board.



TYPES OF COMMERCIAL SIGNAGE ALLOWED IN THE TAYLOR DOWNTOWN SIGN DISTRICT

D. Sandwich / Sidewalk/ A-Frame Signs

These signs must conform to the following regulations:

- Maximum height shall be four (4) feet.
- Maximum sign width shall be two (2) feet and signs shall not be placed in front of adjoining property and no portion of the sign shall extend more than three (3) feet from the building face.
- Signs must be properly anchored (temporarily) or weighted against the wind.
- A minimum clear sidewalk width of forty-eight (48) inches shall be maintained.
- Chalkboards may be used for daily changing messages.
- Signs must be removed after business hours, in case of downtown events, and for emergency purposes.
- No other portable signs are permitted.

Examples of appropriate A-Frame signs:



C. Marketing Guidelines

Simplicity . 01

Context. 02

Appropriate Attachment. 03

Scale. 04

Placement. 05

Guidelines to Remember:

1. SIGNS SHOULD BE SIMPLE
2. SIGNS SHOULD STAY IN CONTEXT WITH THE BUILDING
3. SIGNS SHOULD BE APPROPRIATELY ATTACHED
4. SIGNS SHOULD USE APPROPRIATE SCALE
5. SIGNS SHOULD FOLLOW GOOD PLACEMENT RULES
6. SIGNS SHOULD BE THOUGHTFULLY DESIGNED

1. Signs Should Be Simple:

The key to keeping sign clutter down is to keep the information simple and well placed. This is especially important in the downtown commercial district where businesses are situated close together. While these guidelines are intended to prevent sign and visual “clutter” in the downtown district, they are also meant to guide the business owner in selecting good design options as well as how to select the best location for signage on a building. Keeping information and expression within established guidelines not only helps each business but the entire district.



Appropriate

The key to successful signage in the downtown is to utilize thoughtfully designed images or words in a simple and uncluttered style.



Inappropriate

Downtown districts that tried to emulate a highway commercial aesthetic became cluttered with information, color, and signs.

2. Signs Should Stay in Context with the Building:

Identify and use sign styles appropriate to the building style. Signs should work together with the building's architectural style. By observing the building's basic features (the size and placement of windows, whether there is a blank space between the first and second stories, etc.), one can locate the traditional and best location for the placement of signs (Fig. 7; Pg. 28). Avoid using a type or style of sign that is obviously from a different period than the building or storefront. For example, Victorian era storefronts should not have the application of Colonial signage or overly "themed" lighting and amenities that change the character of the architecture. A sign should be considered an expression of the type of business and therefore an extension of that individual business's identity it represents, but it should also take in consideration the historic architecture of the building itself.



Appropriate

A projecting sign attracts vehicular traffic while a hanging sign informs pedestrians of an entrance.



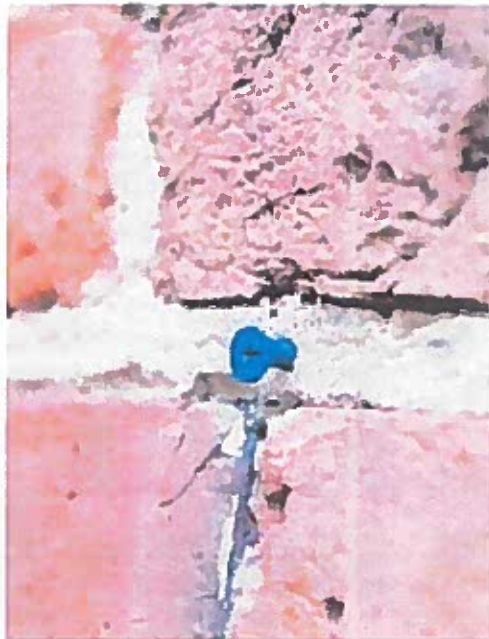
Inappropriate

Flat vinyl letters and out-of-scale sign panel installed across facade elements are out of context to the traditional architecture.

Appropriate Attachment. 03

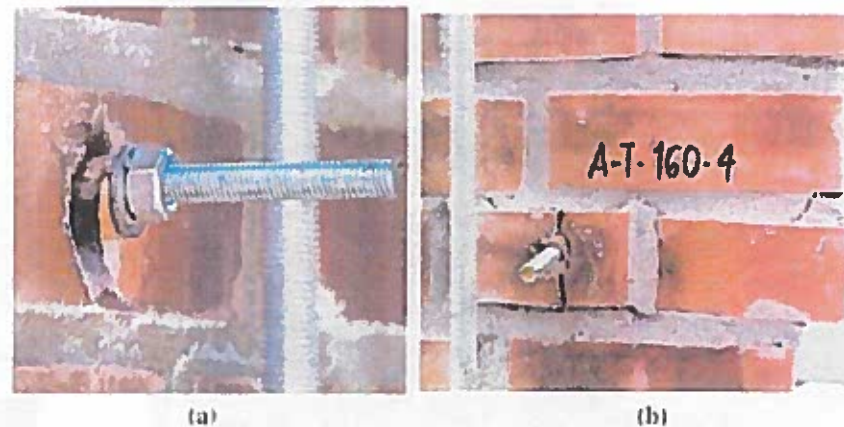
3. Signs Should Be Appropriately Attached to the Building:

In addition, the sign and its attachment to the building facade should be reversible to the greatest extent possible to maintain the integrity of the building materials. For example, bolts that attach a sign to the façade of a brick building should only be inserted into the mortar and never into the bricks. Signs can be heavy and the additional weight can put strain on the building's facade. Therefore, sign loads should be properly calculated and distributed by a sign professional.



Appropriate

New signs should be attached to the building carefully, both to prevent damage to historic fabric, and to ensure the safety of pedestrians.

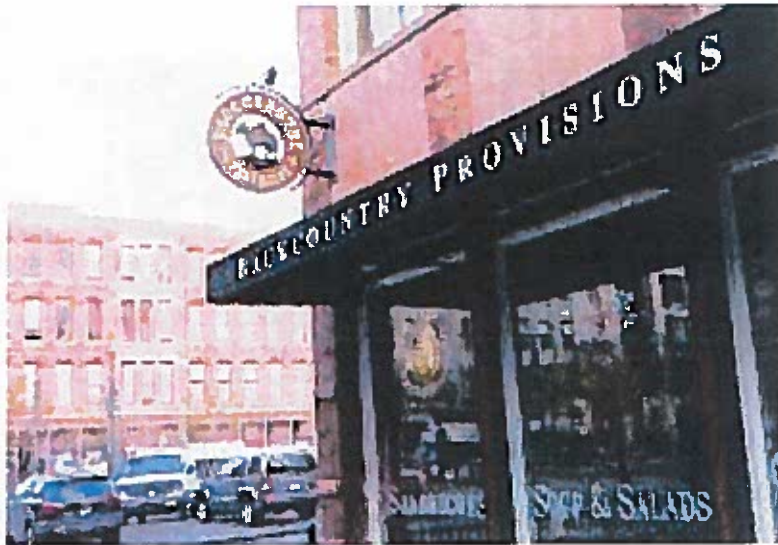


Inappropriate

Screws or bolts driven deeply into brick can weaken the brick and cause it to fail.

4. Signs Should Use Appropriate Scale:

Just because a building's size enables it to have a large sign, it does not mean the sign must be as large as the rules allow. In most cases, less is more. Remember that the faster the traffic flow, the larger the sign. That is why highway billboards and signs advertising restaurants at exits are so large. But the speed limit in downtown Taylor is 30 MPH with a traffic signal located at every block. These reduced speeds when combined with the increased number of pedestrians show that signage need not be large to be easily visible. In downtown districts, less is more especially concerning the size of a sign and the number of words, pictures, and /or graphics included on it. A marketing rule for scale is generally the smaller the sign and less information provided, the more sophisticated the business will be perceived and opposite with businesses that cram type on out-of-scale signs.



Appropriate

Scale of signs must fit the pedestrian-oriented district and must not dominate the architecture. The projecting sign and canopy signage attracts passing traffic while window signage is directed toward pedestrians.

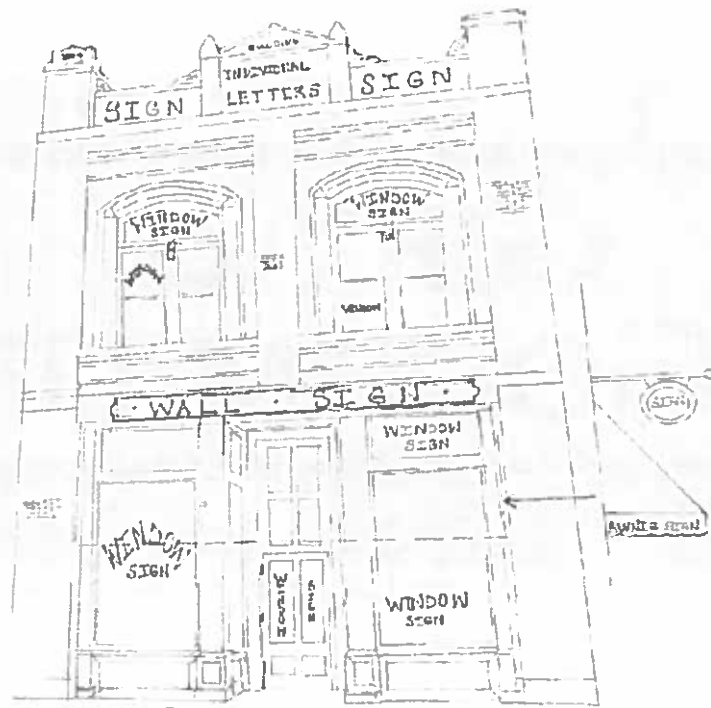


Inappropriate

Massive signs or full metal "slip covers" which turn the entire facade visually into a sign board are highly out of scale. Retail perception is cheapened.

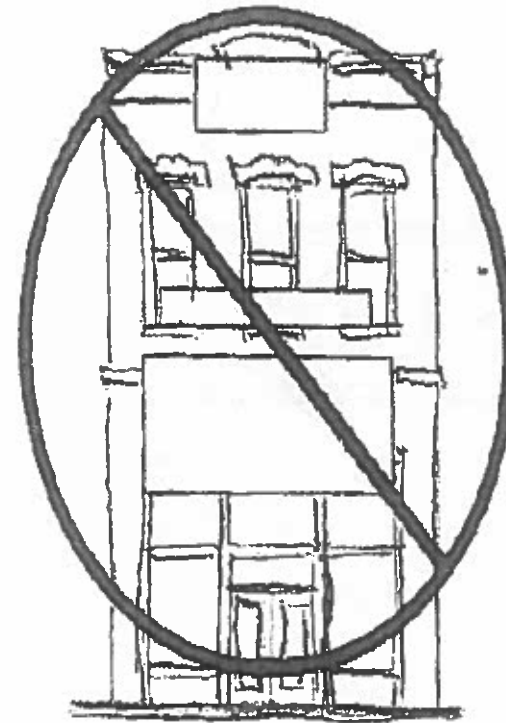
5. Signs Should Follow Good-Placement Rules:

A sign should never be allowed to obscure or cover any significant architectural details of a building face, nor shall a wall sign be designed to cover existing windows (figure 6). A storefront offers numerous locations suitable for signage (Figure 7). Step back and look at your building, you will see the blank spots where signs would naturally go. You may choose to install signage for attracting customers in passing vehicles which will be larger and located on the storefront itself (wall or fascia signs) or which project from the building. Then you may want to add window signage and/or hanging signs under a canopy or awning to attract pedestrians.



Appropriate

Figure 7 - Common locations for signage. All within scale, reasonable placement, simple placements and size.



Inappropriate

Figure 8 - Massive signs or full metal "slip covers" which turn the entire facade visually into a sign board are highly out of scale. Retail perception is cheapened.

6. Signs Should Be Thoughtfully Designed:

All attached, or painted, signs should be (or appear) dimensional. For example, avoid whenever possible flat metal sheets covered with vinyl lettering. That does not mean that all signs be “hand hewn” or constructed as they were 100 years ago from period materials. True dimensional letters catch light and cast shadow adding depth and highlight to the characters or logos during the day or night. The illusion of depth could be painted with faux dimension on a flat surface, or the lettering edges painted to provide contrast (Fig. 9).

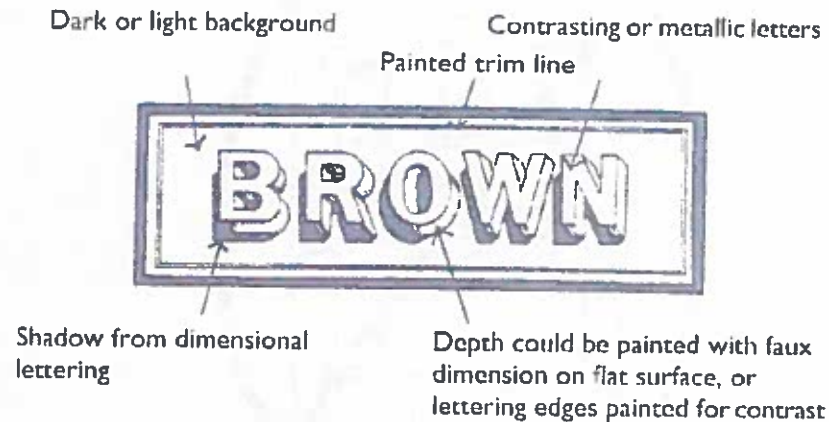
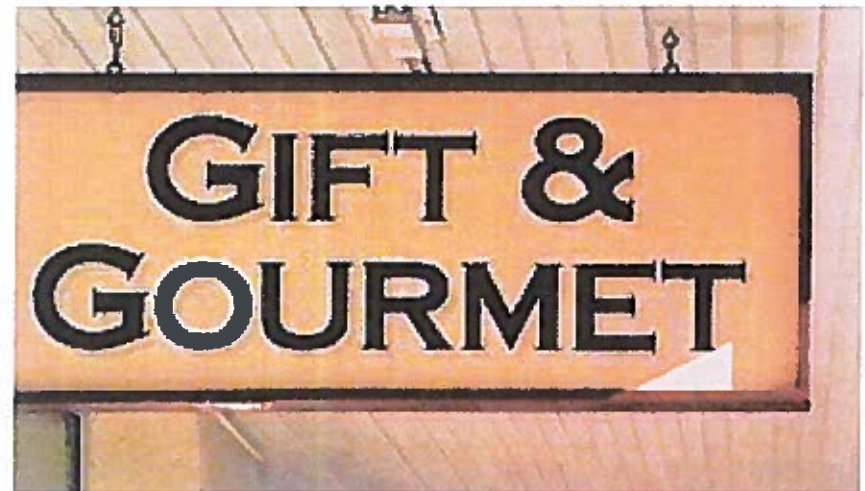


Figure 9- Typical lettering and paint example

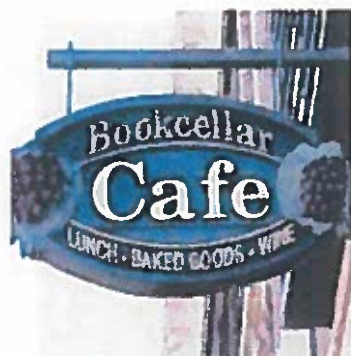


The letters on this sign give depth through the faux dimensional accents.

It is important for business owners to pay attention to the types of materials used for their signs. Signs are your first and best form of advertising.

Examples of Appropriate Sign Materials:

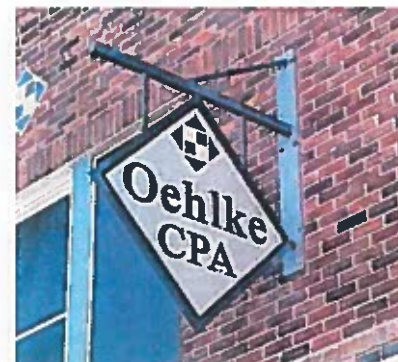
- A. Wood is appropriate in cut, stenciled, routed, or dimensional letters.
- B. Aluminum (stencil cut or mounted on "stems" from the sign board or anchors set into mortar joints on the wall).
- C. Synthetic modern materials such as tool-able sign foam, applied prefabricated and primed paintable dimensional lettering and hand-painted signs with implied dimension.
- D. Any creative mix of sculptural layers of appropriate material.
- E. Stencils, paint, or metallic foiled lettering should be used as material for applied window signs of any type.
- F. Neon can be an appropriate sign material especially on contemporary-style buildings built between 1920-1960.



Appropriate A



Appropriate B



Appropriate C



Appropriate D



Appropriate E



Appropriate F

Just as thoughtfully designed signage attracts customers, poorly designed or slap-dash signage can deter them from visiting your business.

Examples of Inappropriate Sign Materials:

1. Plastic light box (example A) or plastic neon-appearing signs (example B) may not be used as Primary or Secondary Signs.
2. Homemade or handwritten signs are not appropriate as it cheapens the storefront's appearance (example C).
3. Too many signs clutter up a storefront (example D).
4. "Quick" signs of vinyl lettering, heat transfers, or stick-on lettering used as Primary Signs have a cheapened and non-durable appearance for the business. This may be applied as a secondary or subordinate sign on awning valances and some window applique (example E).
5. Vinyl banners are not appropriate when used as a sign. Banners require permits and may only be displayed for up to 90 days in a calendar year (example F).



Inappropriate A



Inappropriate B



Inappropriate C



Inappropriate D



Inappropriate E



Inappropriate F



D.

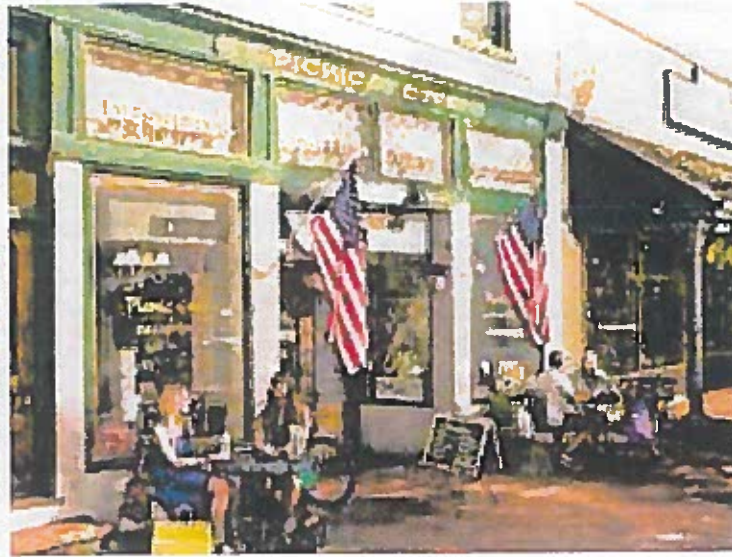
New Signs for Businesses on Historic District Buildings

Signage and Historic Buildings. 01

The following points should be considered when designing and constructing new signs for historic buildings:

1. Signs should be viewed as part of an overall graphics system for the building. They do not have to do all the "work" by themselves. The building's form, name, and outstanding features - both decorative and functional - also support the advertising function of a sign. Signs should work with the building, rather than against it.
2. New signs should respect the size, scale, and design of the historic building. Often existing features or details of the building will suggest a motif for new signs.
3. Sign placement is important. New signs should not obscure significant features of the historic building. (For example, signs above a storefront should fit within the historic signboard). Refer back to Figures 7 & 8; Pg. 28.

Good examples of signage complimenting a building's design:



The following points should be considered when designing and constructing new signs for historic buildings:

4. New signs should also respect neighboring buildings. They should not shadow or overpower adjacent structures.
5. Sign materials should be compatible with those of the historic building. Materials characteristic of the building's period and style, used in contemporary designs, can form effective new signs.
6. New signs should be attached to the building carefully, both to prevent damage to historic fabric, and to ensure the safety of pedestrians. Fittings should penetrate mortar joints rather than brick, for example, and sign loads should be properly calculated and distributed.

Examples of the appropriate location and use of signage:



Examples of signage anchors. Remember, it is important to drill anchors into the mortar and not the brick of a building's facade.



Signage and Historic Buildings. 01

Examples of Inappropriate Signage and Signage Anchors:



The internally-lit plastic sign is too large for this building's pediment.



The solid bubble-shaped awning does not relate to the window and door openings.



Damage to bricks due to the use of inappropriate anchors placed through the brick instead of the mortar.

E.

Lighting for Downtown Signs



Illuminated Signage. 01

Alternative Solutions. 02

Externally Illuminated Signage. 03

Internally Illuminated Signs are Not Permitted in the Taylor Downtown Sign District.

Internally Illuminated Signage – is defined as “any sign or letter which is lit from inside”

Examples of inappropriate internally lit signs can be seen below:

Internally lit plastic-front channel letters are inappropriate to the historic district in terms of materials and scale they require.



Internally-lit plastic awning.



Internally-lit plastic sign.



Internally-lit plastic front channel letters.

Two Alternative Solutions To Internally Illuminated Signage:

1. Neon or "Neon-Appearing" Signs:

Neon signs are defined as electric signs lighted by long luminous gas-discharge tubes that contain rarefied neon or other gases. Neon is generally appropriate for buildings built between 1920-1960. Neon signs should not have movement or changing colors. Historic neon signs are significant and should be preserved and maintained in the downtown. Newer "Faux-Neon" signs are an option for use in the downtown sign district. Neon-appearing "OPEN" signs may be used as Accessory Signs ONLY.

Good examples of period-appropriate neon signage:



Externally Illuminated Signage. 03

2. Externally Illuminated Signs:

Every building or business owner should strongly consider externally illuminated signage and buildings. Evening hours are the time when many businesses are viewed from passing cars or pedestrians. More focused “direct marketing” can be achieved with an appropriately lit sign at night than during daylight hours when the entire downtown environment may visually distract. Traditional, possibly reproduction fixtures, and stylistically appropriate forms of lighting should be considered (examples below). The examples shown are traditional forms of lighting on historic commercial buildings. For example, these include but are not limited to:



“Crook” neck wall mount
sign scoops



“Depot” style pendant



“Shop” style down-lamp



Crook neck lights directed
on projecting sign.



Period decorative sconces

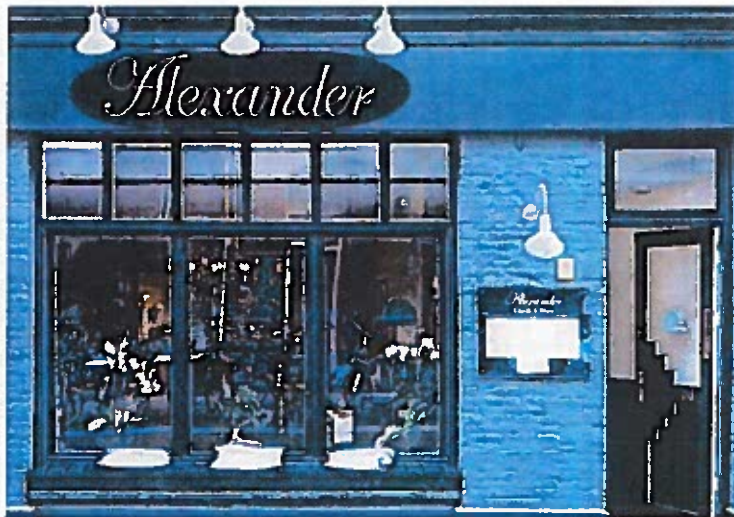


Gas-filled neon sign

Externally Illuminated Signage. 03

Examples of Externally Illuminated Signs:

Examples of appropriate use of external lighting for wall signage and appropriate use of direct external lighting on a projecting sign. Bright flashing, strobing or quickly changing colors are not allowed.



TAYLOR MAIN STREET ADVISORY BOARD MEMBERS:

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President, Public Sketch, LLC and Downtown Property Owner

Vice Chairman Erwin Stauffer
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Emeritus Professor, University of Tennessee

MAIN STREET STAFF:

Jan Harris, MA, MHP, CMSM
Main Street Manager

SIGNAGE PACKET DESIGNED BY:

G I B S O N
T A Y L O R
T H O M P S O N

ARCHITECTURE
& D E S I G N

How to Create a New User Account for MyGovernmentOnline

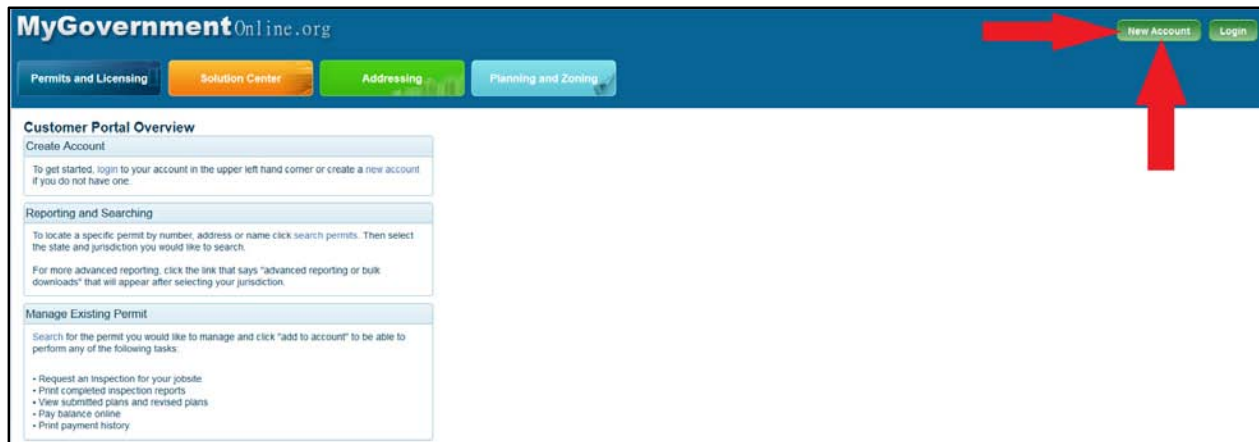
*Prior to getting started, we encourage you to download and install the web browser Mozilla Firefox. While the MyGovernmentOnline software is designed to operate in any web browser, we have found that Mozilla Firefox is the most secure browser platform when logged on to www.mygovernmentonline.org

Firefox is a free web browser that can be downloaded from the following website; www.mozilla.org

1. To get started, go to www.mygovernmentonline.org and click on the **Permits and Licensing** link as shown with the red arrow below.



2. Click on the New Account link at the top right of your screen.



3. Fill in the user account login information required to create your new account. A valid E-mail address is required. The password you enter is very important. Please do not forget the e-mail address. Also ensure that you are not typing in capital letters as the password you enter will be case sensitive. The telephone number you enter must be an active working telephone number. The software service will call the telephone number once you have completed the account creation process. You must be able to answer the telephone call in order for your account to become active. Please phrase the Challenge Question in the form of a question such as “What is your mother’s maiden name?” The answer you type should be one word only such as “Smith.”

MyGovernmentOnline.org

Permits and Licensing Solution Center Addressing Planning and Zoning

Create Account on Customer Portal

① Before you begin the account creation process, we would like to make you aware of three important details:

- 1. New accounts require phone verification. Please have direct access to the phone number you enter.**
If you are using a phone number you do not normally have access to, you will need to answer the phone yourself, or alert the person answering the phone of the incoming call.
- 2. Please listen to the automated message carefully and follow the instructions given to you.**
MyPermitNow will make two attempts to call the number you enter.
- 3. If you miss both calls or are unable to verify your number, contact our office.**
Call our office at 1-866-95-PERMIT (1-866-957-3764). We will verify your account and activate it manually.

Your Login Information

E-mail * Confirm E-mail *

Password * Confirm Password *

Your Account Information

First Name * Last Name * Business Name

① Enter a phone number that will be used to verify your account.

Phone Number *

(000) 000 0000

① Enter a question and answer to retrieve your password or verify your account manually.

Challenge Question * Challenge Answer *

Create Account

4. You will receive an “Account Created” confirmation stating that your account has been created. Click the Close button to close the message. A telephone call to the telephone number you provided will follow shortly. When you receive the call, answer the call and press the number 1 on your keypad when prompted. This completes the account activation process.

If you do not receive the telephone call within 10 minutes, please call the MyGovernmentOnline support line at 1-866-957-3764, option 2 for assistance. Please have your e-mail address and the telephone number used to create your account ready.

MyGovernmentOnline.org

Permits and Licensing | Solution Center | Addressing | Planning and Zoning

Create Account on Customer Portal

Before you begin the account creation process, we would like to make you aware of three important details:

1. New accounts require phone verification. Please have direct access to the phone number you enter. If you are using a phone number you do not normally have access to, you will need to answer the phone yourself, or alert the person answering the phone of the incoming call.
2. Please listen to the automated message carefully and follow the instructions given to you. MyPermitNow will make two attempts to call the number you enter.
3. If you miss both calls or are unable to verify your number, contact our office. Call our office at 1-866-95-PERMIT (1-866-957-3764). We will verify your account and activate it manually.

Your Login Information

E-mail * Confirm E-mail *

Password * Confirm Password *

Your Account Information

First Name * Last Name * Business Name *

1 Enter a phone number that will be used to verify your account.

Phone Number *

1 Enter a question and answer to retrieve your password or verify your account manually.

Challenge Question * Challenge Answer *

Create Account

Account Created

Your account has been created.

CLOSE

***This completes the account creation process and you are now ready to login. Please refer to the table of contents on page 4 to perform the next task desired.**

Table of Contents

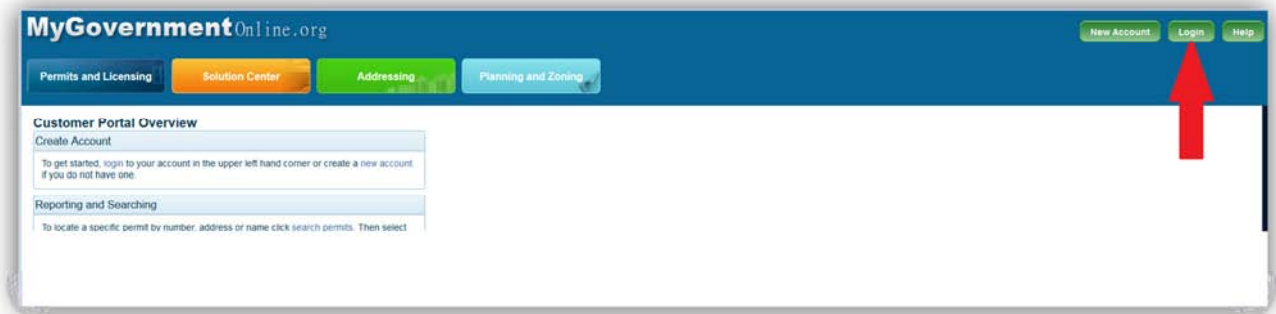
After creating your MyGovernmentOnline user account, here are several items you may want to accomplish using the MyGovernmentOnline software.

1. I want to view a list of “My Permits” online (Pending and/or Issued). (Jump to page 5)
2. I want to ADD a permit to my “My Permits” list. (Jump to page 7)
3. I want to request an inspection. (Jump to page 9)
4. I want to view a required inspection sequence and other requirements for my project. (Jump to page 12)
5. I want to view a completed inspection report (Passed or Failed). (Jump to page 14)
6. I want to upload PDF documents required for my project. (Jump to page 16)
7. I want to view PDF documents my jurisdiction has uploaded to my project such as Plan Review Comment Letters, Copies of “Permitted/Approved” Plans, etc. (Jump to page 18)
8. I want to apply online for a permit. (Jump to page 19)
9. I want to apply online for a Planning and Zoning related project (Subdivision, Rezoning, Etc.). (Jump to page 26)
10. I want to pay online for permit fees due. (Jump to page 32)
11. I want to print a copy of my permit document. (Jump to page 34)

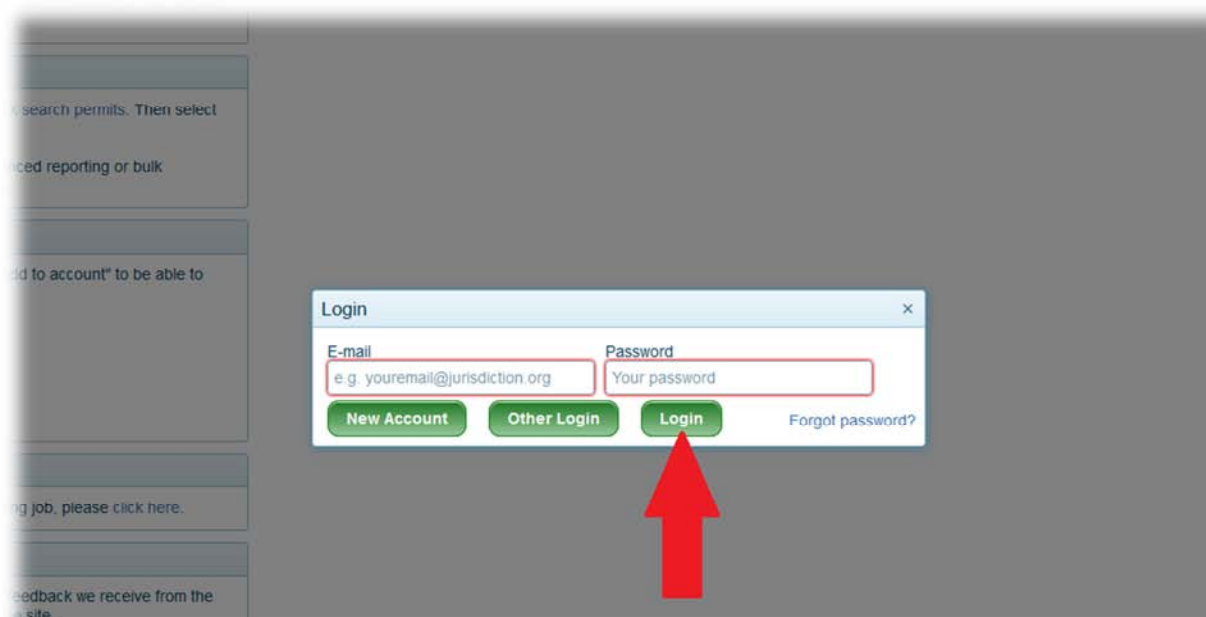
“My Permits” – View a List of Your Personal Permits (Pending and/or Issued)

The MyPermits section allows you to view your personal list of permits whether the permit has been issued or is still pending. Here are the steps to view the MyPermits list.

1. Login with your user account by clicking the Login link located at the top right area of the website.



2. Enter your FULL e-mail address and then the password to your account in the window that appears.



- Click on the “Account” button in the top right section of the webpage. This will take you to your My Account dashboard.

MyGovernmentOnline.org

Account Logout Help

Permits and Licensing Solution Center Addressing Planning and Zoning

My Account Dashboard
My Account (Account Number 00381)

First Name: Kenyon Last Name: Jenkins Business Name: Ken Jenkins, LLC
 Email: Password: Secret Question: Secret Answer:
 Mailing Address: Address: City: State: Louisiana Zipcode:
 Search Defaults: Country: United States State: - Select Default State - Jurisdiction: - Select Default Jurisdiction -
 Save

- Scroll** down the page until you see the section called “**My Permits**” as shown below. This is the section that contains all of the permits that have been added to your account. From this section you are able to view the project details, completed inspection reports, view plan review documents, and upload documents to a project by clicking the “**View Permit**” button on the left. You may also request an inspection by clicking “**Request**” on the right side of the screen.

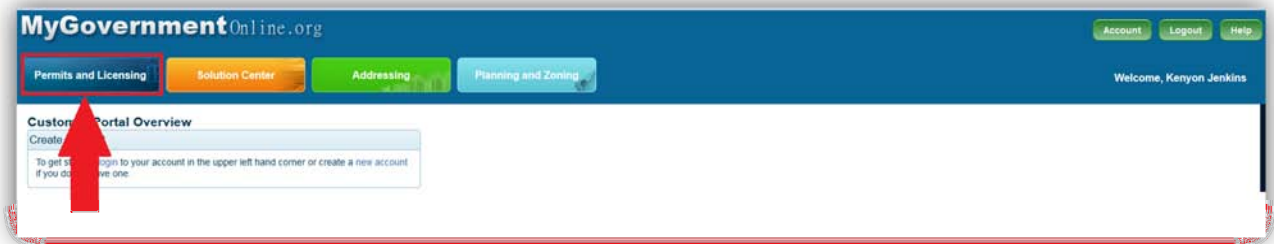
ProjectID	Jurisdiction	Project #	Address	Issued	Request Inspection
View Permit	Plaquemine	13-105	16908 Bridgetamer Plaquemine TX 78758	07-17-2013	Request
View Permit	Georgetown	2013-12334	201 SAN GABRIEL VILLAGE BLVD GEORGETOWN TX 78626	05-31-2013	Request
View Permit	Georgetown	2013-12721	1217 HAVEN LN. #101 GEORGETOWN TX 78625	04-17-2013	Request
View Permit	Cedar Park	2012-7101	12342 FM 620 H AUSTIN TX 78750	12-28-2012	Request
View Permit	Cedar Park	2012-7256	625 WILLIAMS WAY CEDAR PARK TX 78613	12-14-2012	Request
View Permit	Georgetown	2012-10872	2205 WOLF RANCH PKWY GEORGETOWN TX 78628	12-03-2012	Request
View Permit	East Baton Rouge	17605	4600 SHERWOOD COMMON BLVD STE 101 BATON ROUGE LA 70816	11-16-2012	Request

***If you do not see a particular project in your My Permits list, please proceed to the instructions on the next page which will show you how to add a permit to your My Permits list.**

Add a Permit to the “My Permits” List

If you would like to add a project to your My Permits list, please follow these simple steps.

1. Once you are logged into the portal, click on the button at the top left side of the screen that says Permits and Licensing.



2. Select the appropriate state your project is located in first. Then select the Jurisdiction that is authorizing the permit. Enter the Project Number (This is the same number as the permit number) **OR** you may search for the permit by the address **Street Number** and **Street Name**. Please do not try to search using both the Project Number and the Address. **Note: If you choose to search by address, you must enter the Street Number ONLY in the Street Number field and then enter the Street Name ONLY in the Street Name field.** Then click the Search button.

A screenshot of the 'Search Permit Applications' form on the MyGovernmentOnline.org website. The form is titled 'Search Permit Applications' and has a 'Required' section with three dropdown menus: 'Country' (set to 'United States'), 'State' (set to 'Mississippi'), and 'Jurisdiction' (set to 'Hernando'). Below these is a link: 'Click here for advanced reporting or bulk downloads. Otherwise, continue below.' The 'Suggested' section contains instructions: 'Please fill out only one of the suggested categories for best results. At least one suggested field must be filled out in order to search.' It includes three input fields: 'Project #', 'Street Number', and 'Street Name'. Below these fields is an example: 'Ex: Less information will return more results. If the address you are looking for is 123 North Smith Street, put "123" in the Street Number box and "Smith" in the Street Name box.' At the bottom of the form is a 'Search' button, which is highlighted with a red box and a red arrow pointing to it.

3. The search result will show up at the lower part of the page. Ensure you have located the correct project and then click the “Add to My Account” button on the right side of the screen in the search result.

2013-106
Jurisdiction: Hernando
Type: 3/4 inch Tap Meter, 4 inch Sewer Tap (inside City Limits), Electrical Permit, Mechanical Permit, Plumbing Permit, Residential New, Water Deposit - Residential
Create Date: 09/12/2013

Business
Physical Address
123 Hernando St
0000 Hernando, MS
Lot Number
23
Square Footage
0
Description
Single Family House New

Applicant
Ken Jenkins
Mailing Address
PO Box 123
0 Hernando, MS
SubDivision
Sugar Cane Subdivision

1 - 1 of 1 items

4. A window will open as shown below. You may enter a project alias (special name) if you want to personally name your project but this is **not required**. Click the button that says “Add Project to My Account”. **Note: If you receive a message stating that you cannot add the project to your account, please call technical support for assistance at 1-866-957-3764, option 2.**

For best results, At least one suggested field must be filled out in order to search.

Street Name
Address you are looking
Permits

City Limits), Electrical F

Applicant
Ken Jenkins
Mailing Address

5. You will see a new window confirming the permit is added to your account. The project is now in your “My Permits” list. Click “View Project Details” to view the project.

Permit added to your account

Project successfully added to your account.

Continue View Project Details

***Remember that you may click on the button at the top right area of the webpage at any time to return to your My Account Dashboard page to view your entire “My Permits” list.**

Request an Inspection Online

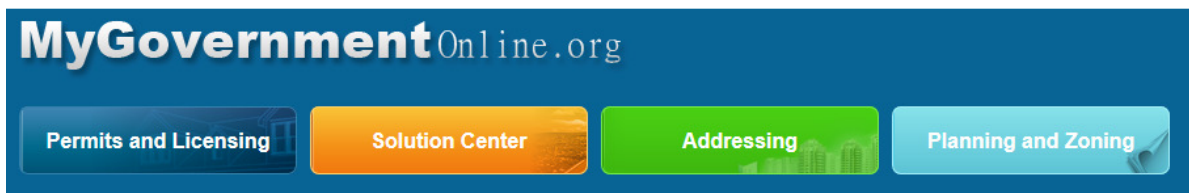
1. Once you are logged in, click on the “Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “Request” button associated with the project you desire.



3. Begin by selecting the inspection type you wish to have performed from the drop down list.



Request Inspection for Project #2013-106

The screenshot shows the 'Request Inspection' form. The 'Inspection Type' dropdown menu is open, showing a list of inspection types: Building Inspection, Electrical Inspection, Final Inspection, Foundation Inspection, Framing Inspection, and Life Safety Inspection. A red arrow points to the dropdown menu. The form also includes fields for 'Address', 'Requested Date', and 'Notes'. A yellow warning message states 'InspectionType is required'.

4. Select the date you wish to have the inspection performed by clicking on the calendar icon and then clicking on the date within the calendar displayed. **Please note that based on work load, weather and other factors, it is possible that the jurisdiction may not be able to perform the inspection on the date requested. The jurisdiction will contact you in the event they are unable to perform the inspection on the date requested.**

MyGovernmentOnline.org

Permits and Licensing | Solution Center | Addressing | Planning and Zoning

Request Inspection for Project #2013-106

Request Inspection

Inspection Type: * Building Inspection

Address: * 123 Hernando St Hernando MS 0000

Requested Date: * 



September 2013

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Thursday, September 19, 2013

Notes

Add

5. Enter a note to the jurisdiction if desired. For example, you may want to provide a gate code, lock box, or any other information helpful to the inspector that will arrive at your job site. Notes are not required however.

Notes

- Click the “Add” button to add the inspection request to the queue. You may repeat steps 3 – 6 to add another inspection type to the list. **IMPORTANT: Once you have added the inspections you desire you must click the “Submit Request(s) to Jurisdiction” button to complete the process.**

Request Inspection for Project #2013-106

Request Inspection

Inspection Type: *

- Select Inspection Type -

Address: *

123 Hernando St Hernando MS 0000

Requested Date: *

!

Scheduled date is a request only.
The Jurisdiction may modify the date based on their internal policies that account for the time the request is made, weekends and holidays.
Please contact the Jurisdiction directly for more information.

Notes

Add

Inspection Type	Requested Date	Requested Action
Building Inspection	09/20/2013	Create Inspection Request

Remove

WARNING: After all inspection request have been added you must press the Submit button below for the jurisdiction to receive your inspection request(s)

Submit Request(s) to Jurisdiction

- You will receive a confirmation message as shown below which confirms that your request has been submitted. You are now finished with requesting your inspection.

Request(s) Sent

Success! Your inspection request(s) have been created.

Return to Project

Request another Inspection

View Inspection Sequence and Other Requirements

1. Once you are logged in, click on the “Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.



3. When the project opens, click on the tab called Requirements as shown below.



4. The list of requirements will appear in Priority order. The items must be completed in the priority order displayed. Items in the same priority number can be requested or completed at the same time. If you have questions about the Requirements for any particular project, please contact your jurisdiction for explanation.

Project #2013-106

123 Hernando St Hernando MS 0000

Jurisdiction: Hernando

Create Date: 09/12/2013 **Update Date:** NaN/NaN/NaN

Permit Fees: \$2,551.95 **Fees Paid:** \$0.00
& **Balance Due:** \$2,551.95

Permit Types:

Water Closets (5630) Showers (5632) Tubs (5633) Sinks (5635) Garbage Disposal (5636)
Commercial - New/Replace Unit (5627) 4 Inch Sewer Tap (Inside City Limits) (6224)

[Print Permit Receipt](#)

Overview

Contacts

Requirements

Payments

Description	Priority	Completed
Building Department Plan Review (1st Review)	1	Yes
Are All Comments Addressed?	2	Yes
Issue Permit	3	Yes
Engineering Plan Review (2nd Review)	3	Yes
Fire Department Plan Review (2nd Review)	3	Yes
Life Safety Inspection	4	No
Plumbing Rough-In Inspection	4	No
Framing Inspection	4	No
Mechanical Inspection	4	No
Electrical Inspection	4	No
Zoning Inspection	4	No
Foundation Inspection	4	No
Building Inspection	4	No
Final Inspection	4	No

View Completed Inspection Reports

You can view a completed inspection report online any time. This will allow you to see if you Passed an inspection or if you Failed and inspection and why.

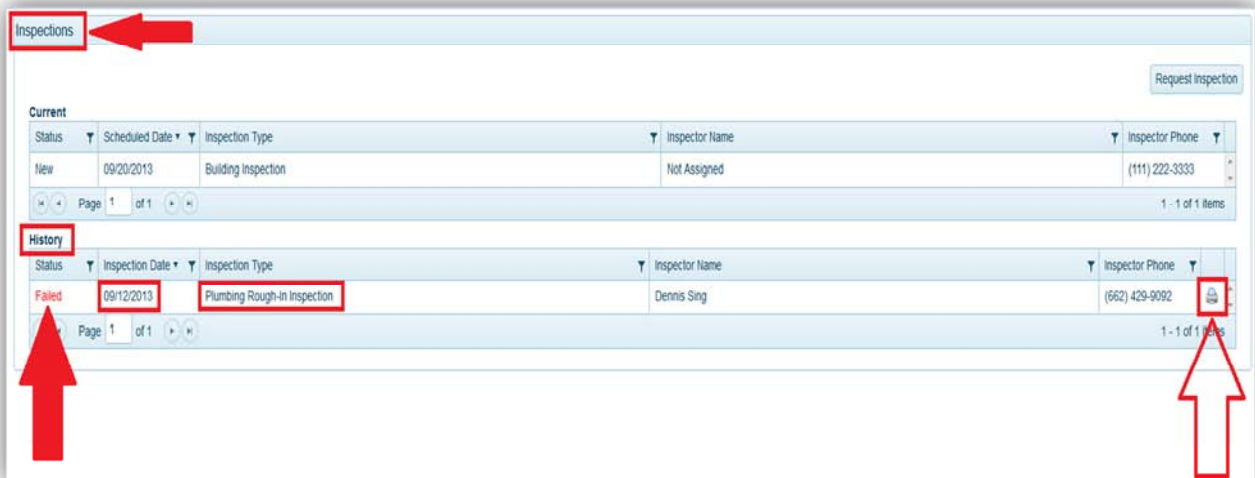
1. Once you are logged in, click on the “Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.



3. When the project opens, **scroll** down the page to the section called **Inspections** and view the **History** of inspections performed. To view the full report details, click on the PRINTER ICON at the far right.



4. The full inspection report will open in another window of your web browser. If the inspector chose to provide additional information about the inspection, the **Details** will be displayed at the bottom of the report. The basic report will always provide the **Inspection Type**, **DATE** the inspection was performed, and the result of the inspection (**Pass or Fail**).



Inspection Report

Inspection Date: 9/12/2013 11:44:00 AM

FAILED

Ken Jenkins should contact Hernando at
for further information.

Permit Number	Work Order ID	Inspection ID
2013-106	1246258	2087703

Jurisdiction	Inspection type	Inspector
Hernando	Plumbing Rough-In Inspection	Dennis Sing

Customer	Address	Phone
Ken Jenkins	123 Hernando St Hernando, MS 0000	9858512900

Scheduled	Completed	Uploaded
9/13/2013 11:39:00 AM	9/12/2013 11:44:00 AM	9/12/2013 11:45:20 AM

Details

Not ready.

The information included in this report is also available at
MyPermitNow.org

For more information on accessing your information through MyPermitNow.org's free Customer Portal,
Visit MyPermitNow.org, or contact our support line at 1-866-95-PERMIT (73764)

*If you wish to print the report, please go to the FILE menu option in the top left corner of your browser and select print.

Upload PDF Documents to Your Project

In the event the jurisdiction will need additional documents or revised plans for your project, you will have the option of uploading the documents through the customer portal. Please ensure that the document is a PDF document and is saved to your local computer prior to starting the process.

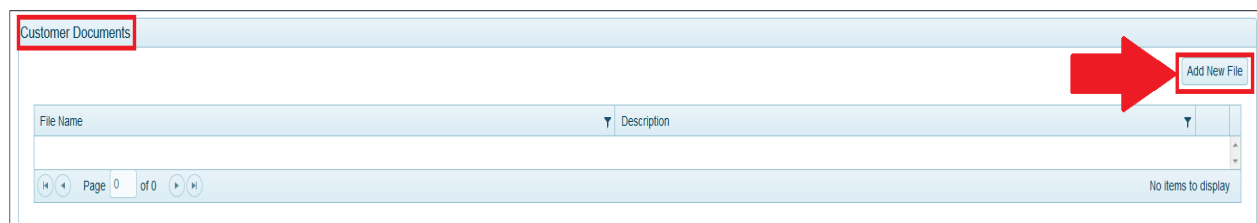
1. Once you are logged in, click on the “Account” button at the top right area of the webpage.



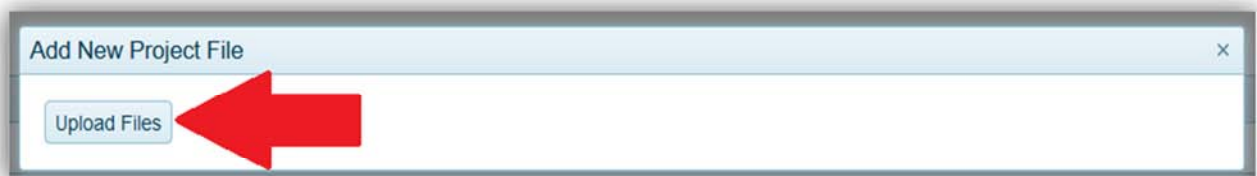
2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.



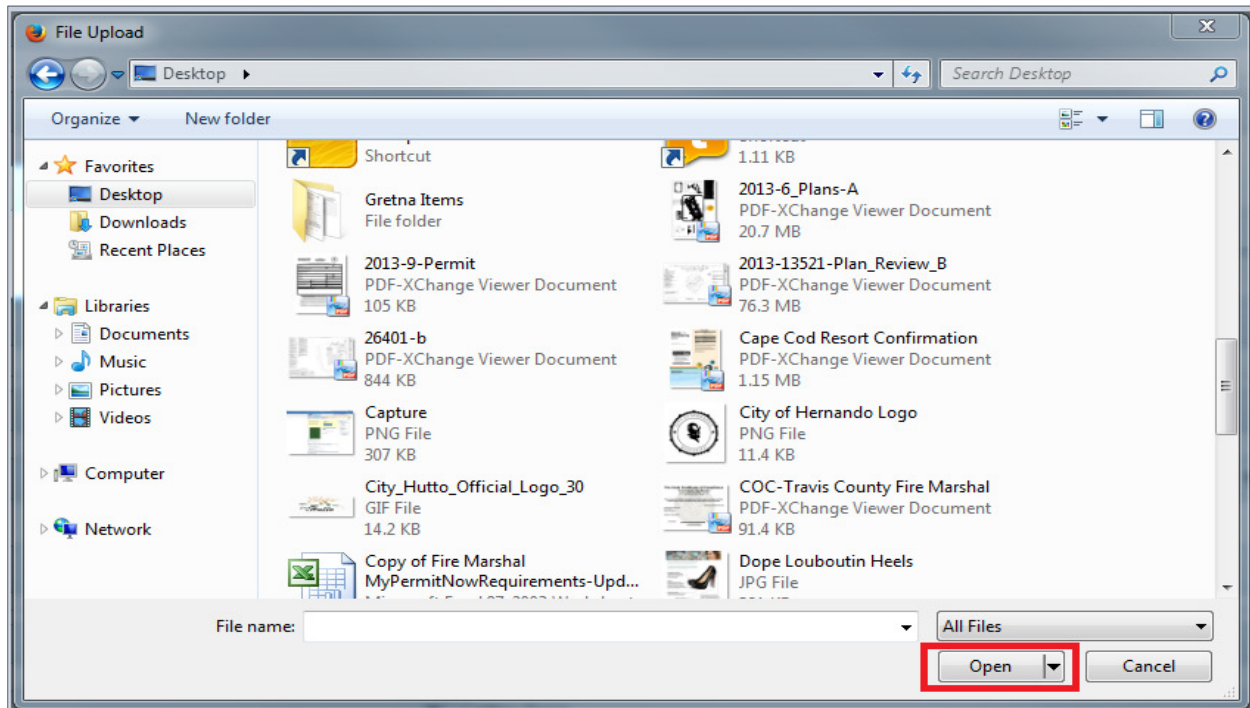
3. When the project opens, **scroll** down the page to the section called **Customer Documents**. Click on the link at the far right that says “Add New File”.



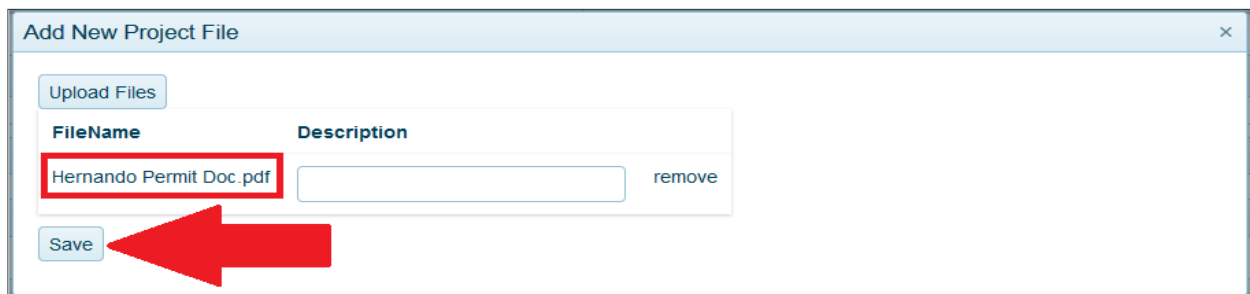
4. Click the “Upload Files” button in the window that appears.



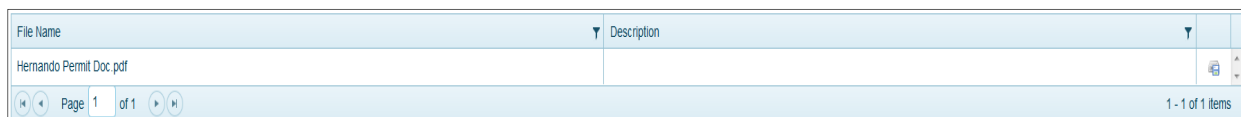
5. Select the file you wish to upload from the folder location on your computer and then click Open.



6. Allow the file time to upload. The length of time to upload will vary based on your Internet connection speed and the size of the file. Once the file has finished uploading you will see the File Name in the window. You may enter a short description in the Description box but it is not required. Click the Save button to complete the file upload process.



7. The file name will display in the Customer Documents section confirming the document has uploaded to the project. The jurisdiction will see the file and contact you if necessary.



View Files and Plan Review Letters from the Jurisdiction

You can view documents and plan review letters that the jurisdiction has added to your project. These documents may communicate a need for revisions required to plans you have submitted or other information related to the project. This section also catalogs the plans you have submitted to the jurisdiction and saves the files historically.

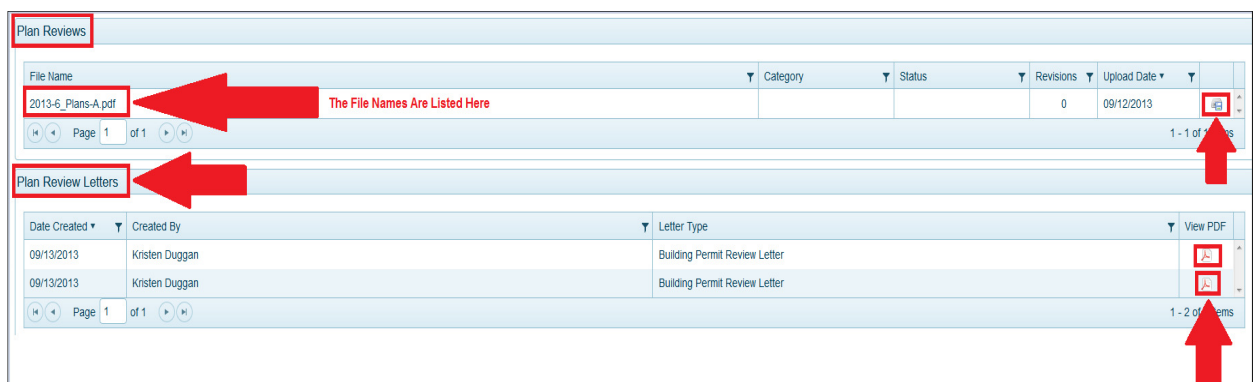
1. Once you are logged in, click on the “Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.



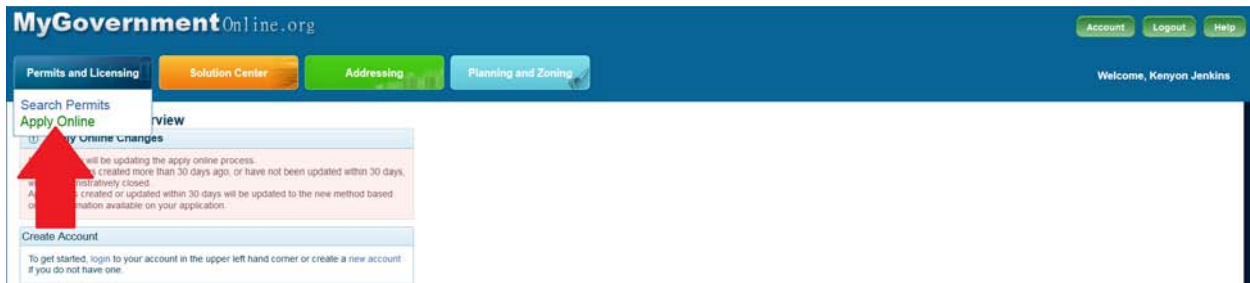
3. When the project opens, **scroll** down the page to the section called **Plan Reviews and Plan Review Letters**. The Plan Reviews section displays files that can be downloaded and viewed in PDF format. The Plan Review Letters section allows you to download and view letters in PDF format. The links to the far right allow you to view any of the items. The documents will open in your computers PDF Reader just as any other PDF document is viewed.



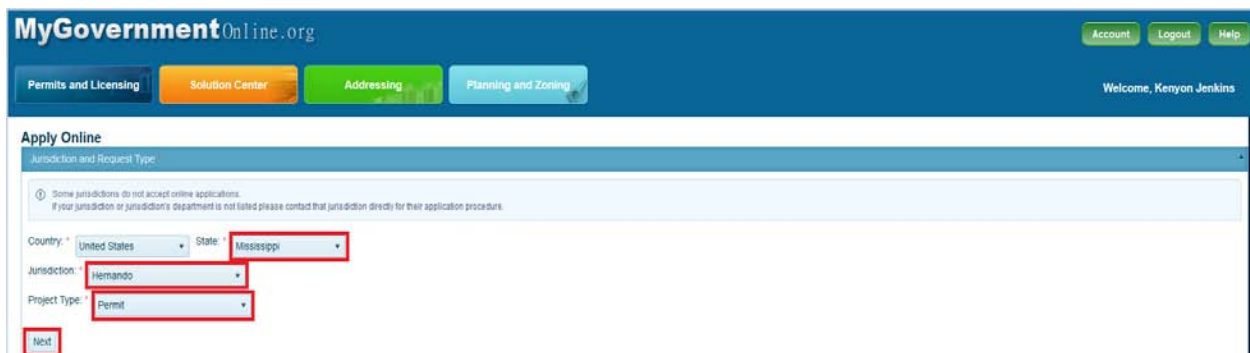
Apply Online for a Permit

You may apply for your permit online if your jurisdiction offers this feature. When applying for the permit you will be able to also upload plans and other documents in PDF format if documents and drawings are required for your project.

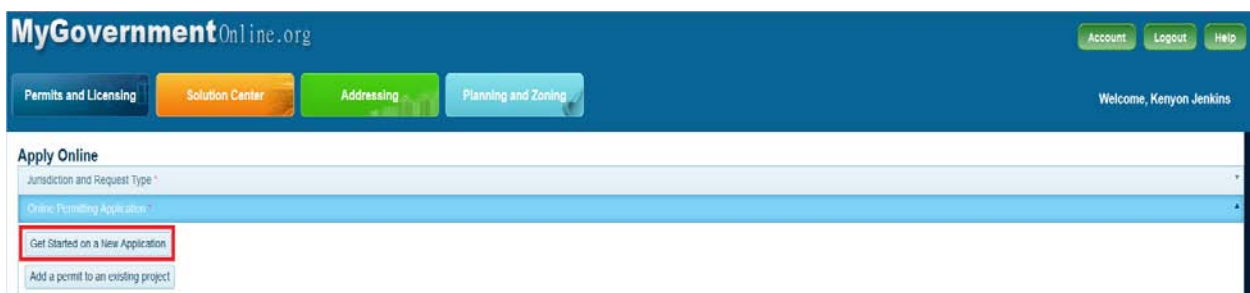
1. Once you are logged in, go to the **“Permits and Licensing”** button in the top left area of the screen and then click on **Apply Online**.



2. In order, select the State, Jurisdiction, and Project Type as shown below and then click next. If you do not see the jurisdiction in which you desire to submit an application to after selecting the state, then the jurisdiction does not yet offer the “Apply Online” feature at this time.



3. Select **“Get Started on a New Application”** to begin the application process. You should only use the **“Add a Permit to an Existing Account”** option if you are applying for an Electrical, Mechanical or Plumbing permit that will be added on to an already issued building permit.



4. Enter the physical address of the project and then click next.

MyGovernmentOnline.org Account Logout Help

Permits and Licensing Solution Center Addressing Planning and Zoning Welcome, Kenyon Jenkins

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Physical Address *

Please provide the physical address of your project. To modify an existing permit, search for it by clicking here.

Address: * City: * Zipcode: *

Next

5. The Applicant contact information will automatically pre-fill from the user account information of your log-in account. You may select how you wished to receive automatic notifications during the project. Please note that e-mail notifications are more convenient and can be referred back to at any time since the notifications arrive in your e-mail inbox. It is strongly encouraged that you opt in for e-mail notifications. Missed telephone calls can cause you to miss some of your notifications during the project. To opt in for any notification method type, please click the check box next to the preferred method in which you would like to be notified. Click next to proceed.

MyGovernmentOnline.org Account Logout Help

Permits and Licensing Solution Center Addressing Planning and Zoning Welcome, Kenyon Jenkins

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Physical Address *

Applicant's Contact Information

First Name Last Name Suffix Business Name

Kenyon Jenkins Ken Jenkins, LLC

Mailing Address

Address City State Zipcode

1702 Rio Vista Ave Houma Louisiana 70363

Email: kenyonjenkins@gmail.com ☒ notify

Cell Phone: 985 688 0155 ☐ notify

Home Phone: 985 688 0101 ☐ notify

Work Phone: 985 226 0075 ☐ notify

Back Next

6. Now enter the Property Owner's contact information and then click next.

MyGovernmentOnline.org

Account Logout Help

Permits and Licensing Solution Center Addressing Planning and Zoning

Welcome, Kenyon Jenkins

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Physical Address *

Applicant's Contact Information *

Owner's Contact Information

☐ Duplicate Applicant's Contact Information to Owner

First Name Last Name Suffix Business Name

Mailing Address

Address City State Zipcode

- Select State -

Email ☐ Notify

Cell Phone () () () () () () () () ☐ Notify

Home Phone () () () () () () () () ☐ Notify

Work Phone () () () () () () () () ☐ Notify

Back Next

7. Click the "Click Here" button to enter the Contractor's Information.

Contractor's Contact Information *

Search Jurisdiction Registered Contractors *

Click Here * If you do not find the contractor or need to enter a state contractor. Search is for Jurisdiction Registered Contractors Only.

First Name Last Name Business Name Local License Number State License Number

Proceed to enter the Contractor's contact information and then click next.

Contractor's Contact Information *

Contractor's Contact Information *

to search a Jurisdiction Registered Contractor

First Name Last Name Business Name License Number

Mailing Address

Address City State Zipcode

- Select State -

Email ☐ Notify

Cell Phone () () () () () () () () ☐ Notify

Home Phone () () () () () () () () ☐ Notify

Work Phone () () () () () () () () ☐ Notify

Back Next

8. Select the **Application Type** desired from the drop down list. This represents the type of permit you are applying for.

Select an Application Type

Application Type: * Commercial New Building

Back Next

9. Select the Applicable Fee that corresponds with the permit you are applying for. You must go in order by selecting the Category first, next select the Type, then select the Calculation and then click the Add button. Sometimes a variable will be required to calculate the fee. If a variable is required, an additional box will display for you to enter it. If you add a fee in error, you may click the Remove button and then select the correct fee by following the steps again.

Select Available Fees

Commercial New Building

Category: * - Select Category - Type: * - Select Type -

Calculation: * - Select Calculation - Add

Category	Type	Calculation	Calculation Value
Commercial/Industrial Construction	Commercial New	Range Calculation TBD	Remove

☐ I do not know which fee to use.

Back Next

***Note:** There is an option to select “I do not know which fee to use” in the event you are simply unaware which fee to select. The jurisdiction will be able to select the appropriate fee for you if this is the case.

10. Answer all questions in the Application Questionnaire. This is information required to process your application. Please make the absolute best effort to answer all questions accurately. If you do not know the answer to a question or if it is not applicable to your project, please enter “Not Known” or Not Applicable” so that you may proceed with submitting your application. Once you have completed all questions, click next to proceed.

Application Questionnaire

All items marked with a red asterisk are required fields and must be completed before you are able to submit your application to the jurisdiction.

If you are unsure of a required field's answer you may skip the question to answer other questions.

After you press "next" to advance to the "review" section, you can press the "Save" button to save your progress and return to your application at a later date to continue your progress in completing the application.

Commercial Building*

Business Name or Building Name *

Please enter the name of the Business or Building.

Jumping Kids

Project Description *

Please enter a short description of your project such as "New Single Family House." Limit your response to ONE sentence.

New children's play center.

Method of Payment *

Please select your preferred method of payment. The permit office will contact you once the fees are ready for payment.

Pay fees in person at the permi... ▼

Total Square Footage *

Please provide the total square footage of your project.

40000

Heated Square Footage *

Please provide the heated are square footage.

38000

Un-Heated Square Footage *

Please provide the un-heated area square footage.

2000

Valuation *

Please provide the valuation of your project. This is also referred to as the contract value of the project.

350000.00

Acknowledgment (Building) *

I understand that construction shall not start until all permits have been pulled and a permit number has been issued.

☒

Required

Flood Plain *

Is this a property in the Flood Plain?

☒ Yes

☐ No

Historic District *

Is this a property in the Historic District?

☒ No

☐ Yes

Back

Next

11. You may upload any files required with your application. Files uploaded must be in PDF format. Some types of files that may be required include a Site Plan, Survey, Building Drawings, Foundation Certification Letter, etc. To upload documents, click on the **Upload Files** button. Search for the files on your computer. Select the file and then click Open. Allow the file time to upload. You may repeat this process to upload multiple files. Once you have uploaded all files click the **Next** button to proceed.

Files Upload

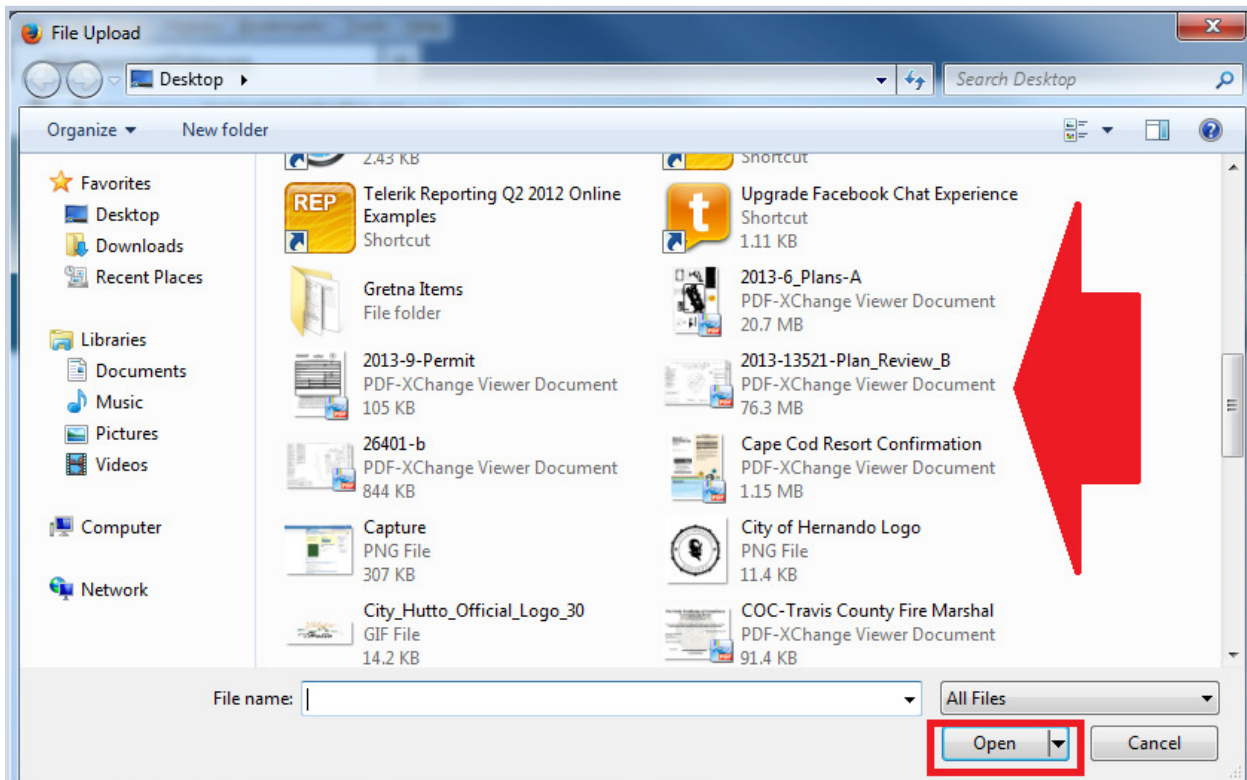
ⓘ

Please wait for the file(s) to finish uploading before proceeding to the next step.
If you are expected to include files with your application, a notice will appear below these instructions to inform you of what to upload.

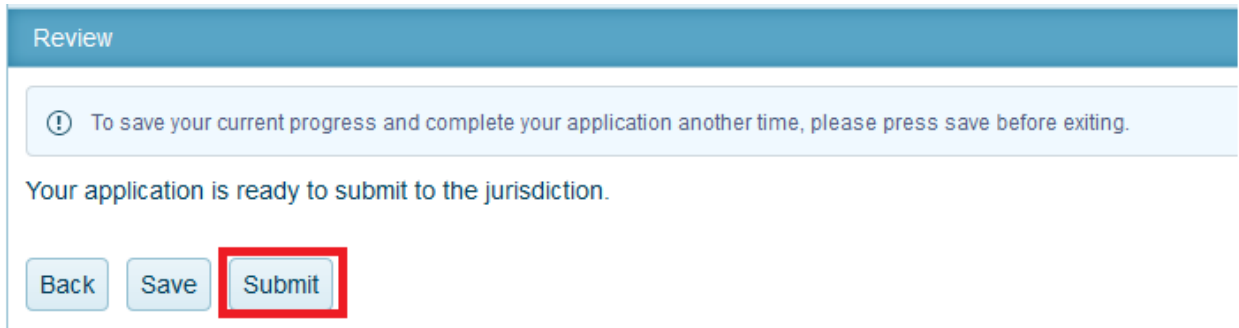
Upload Files

Back

Next

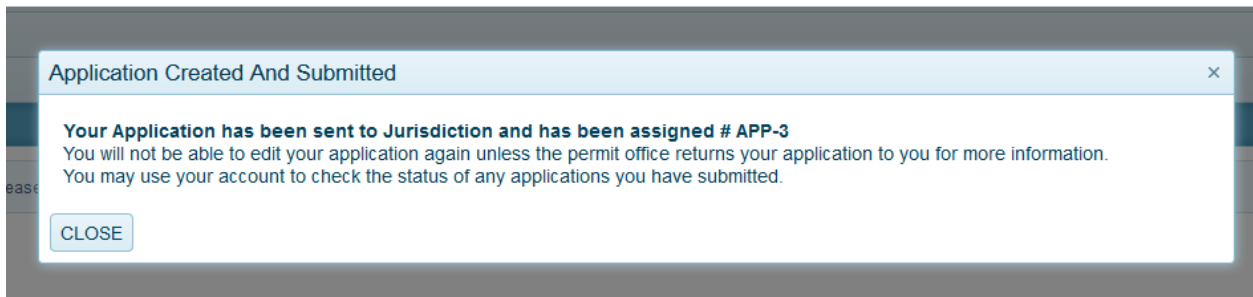


12. Click the Submit button only once to submit your application to the jurisdiction for review.



The screenshot shows a web interface with a blue header bar labeled "Review". Below the header is a light blue box containing an information icon and the text: "To save your current progress and complete your application another time, please press save before exiting." Below this box, the text "Your application is ready to submit to the jurisdiction." is displayed. At the bottom of the interface are three buttons: "Back", "Save", and "Submit". The "Submit" button is highlighted with a red rectangular border.

You will receive a confirmation message and an application number. The jurisdiction will receive your application and begin processing the application. Once the jurisdiction accepts the application, you will be able to pay the permit fees. Please be patient. Someone from the jurisdiction will contact you to proceed or if they need additional information.

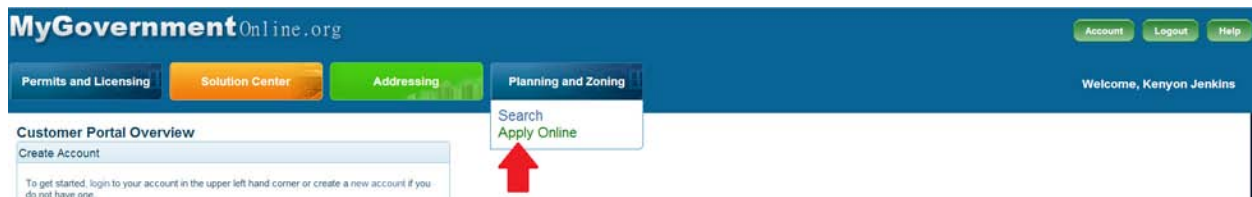


The screenshot shows a confirmation message box with a title bar that says "Application Created And Submitted" and a close button (X). The message text reads: "Your Application has been sent to Jurisdiction and has been assigned # APP-3. You will not be able to edit your application again unless the permit office returns your application to you for more information. You may use your account to check the status of any applications you have submitted." At the bottom left of the message box is a "CLOSE" button.

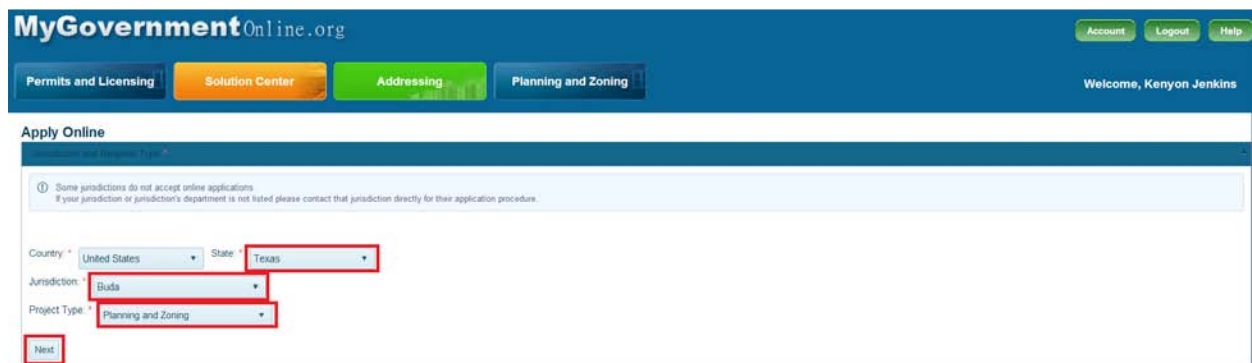
Apply Online for a Planning and Zoning Related Project

You may apply online for a Planning and Zoning related project if your jurisdiction offers this feature. An example of these project types are but are not limited to Subdivisions, Zoning Change Requests, Variances, Special Use Permits, etc. When submitting the application online you will be able to also upload documents in PDF format if documents and drawings are required for your project.

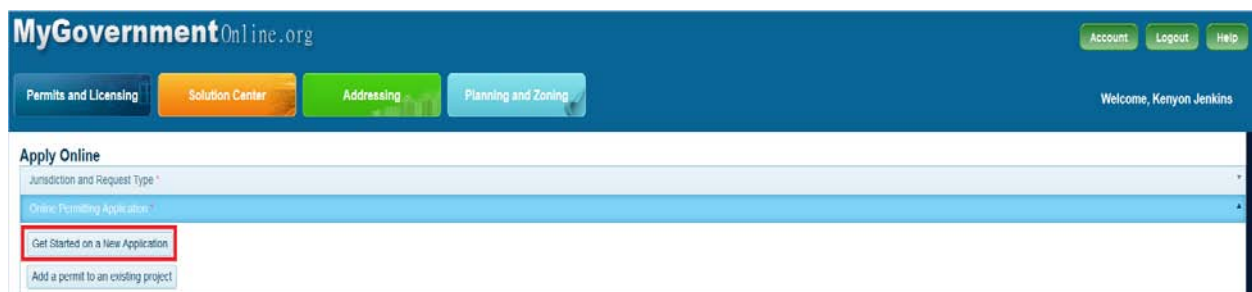
1. Once you are logged in, go to the “Planning and Zoning” button as shown below and then click on Apply Online.



2. In order, select the State, Jurisdiction, and Project Type as shown below and then click next. If you do not see the jurisdiction in which you desire to submit an application to after selecting the state, then the jurisdiction does not yet offer the “Apply Online” feature at this time.



3. Select “Get Started on a New Application” to begin the application process.



4. Enter the physical address of the project and then click next. You may also enter a general location in the Address field instead of an actual address when an address is not applicable.

MyGovernmentOnline.org

Account Logout Help

Permits and Licensing Solution Center Addressing Planning and Zoning

Welcome, Kenyon Jenkins

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Physical Address

Please provide the physical address of your project. To modify an existing permit, search for it by clicking here.

Address: * City: * Zipcode: *

Next

5. Select the Application Type that you wish to submit.

MyGovernmentOnline.org

Account Logout Help

Permits and Licensing Solution Center Addressing Planning and Zoning

Welcome, Kenyon Jenkins

Apply Online

Jurisdiction and Request Type *

Physical Address or Location *

Select an Application Type

Application Type: * Select an Application Type *

Back Next

ApplicationType is required

- Select an Application Type *
- Preliminary Plan
- Final Plat
- Minor Plat
- Re-plat
- Amending Plat
- Vacating a Plat
- General Development Plan

-
- MyGovernmentOnline.org**
- Account Logout Help
- Permits and Licensing Solution Center Addressing Planning and Zoning
- Welcome, Kenyon Jenkins
- ### Apply Online
- Jurisdiction and Request Type *
- Online Permitting Application *
- Physical Address *
- Applicant's Contact Information**
- First Name Last Name Suffix Business Name
 Kenyon Jenkins Ken Jenkins, LLC
- Mailing Address**
- Address City State Zipcode
 1702 Rio Vista Ave Houma Louisiana 70363
- Email ☒ Notify
- Cell Phone (985) 688 0155 ☐ Notify
- Home Phone (985) 688 0101 ☐ Notify
- Work Phone (985) 226 0075 ☐ Notify
-

-
- MyGovernmentOnline.org**
- Account Logout Help
- Permits and Licensing Solution Center Addressing Planning and Zoning
- Welcome, Kenyon Jenkins
- ### Apply Online
- Jurisdiction and Request Type *
- Online Permitting Application *
- Physical Address *
- Applicant's Contact Information *
- Owner's Contact Information ***
- ☐ Duplicate Applicant's Contact Information to Owner
- First Name Last Name Suffix Business Name
- Mailing Address
- Address City State Zipcode
- Select State -
- Email ☐ Notify
- Cell Phone (000) 000 0000 ☐ Notify
- Home Phone (000) 000 0000 ☐ Notify
- Work Phone (000) 000 0000 ☐ Notify
- Back Next

8. Answer all questions in the Application Questionnaire. This is information required to process your application. Please make the absolute best effort to answer all questions accurately. If you do not know the answer to a question or if it is not applicable to your project, please enter “Not Known” or Not Applicable” so that you may proceed with submitting your application. Once you have completed all questions, click next to proceed.

Plat Application*	
Name of Project *	
Please enter the name of the project.	
Subdivision Name *	
Lot *	
Please enter the Lot number.	
Block *	
Please enter the Block number.	
Survey Name *	
Abstract Number *	
Please enter the Abstract Number.	
Total Acreage *	
Please enter the Total Acreage for the project.	
Existing Zoning *	- Select Option -
Proposed Zoning *	- Select Option -
Existing Use *	
Proposed Use *	
Number of Residential Lots *	
Please enter the number of residential lots or enter NA if this is not applicable.	
Number of Multifamily Units *	
Please enter the number of multifamily units or enter NA if this is not applicable.	
Number of Commercial Lots *	
Please enter the number of commercial lots or enter NA if this is not applicable.	
Waiver to the Statutory 30 Day Period *	- Select Option -
I hereby waive the statutory 30 day period identified in Section 212.009 of Texas Local Government Code to allow adequate time for review and processing of this plat application.	

9. You may upload any files required with your application. Files uploaded must be in PDF format. Some types of files that may be required include a Site Plan, Survey, Building Drawings, Foundation Certification Letter, etc. To upload documents, click on the Upload Files button. Search for the files on your computer. Select the file and then click Open. Allow the file time to upload. You may repeat this process to upload multiple files. Once you have uploaded all files click the Next button to proceed.

Files Upload

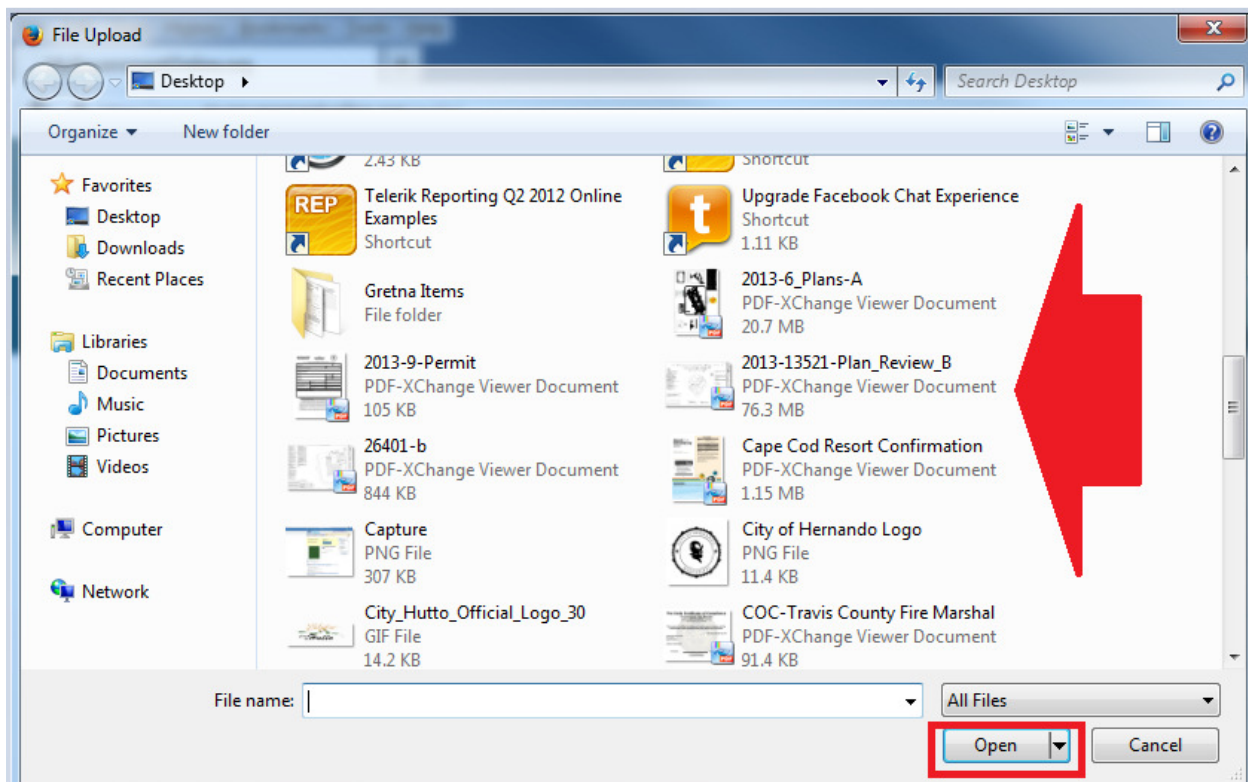
ⓘ

Please wait for the file(s) to finish uploading before proceeding to the next step.
If you are expected to include files with your application, a notice will appear below these instructions to inform you of what to upload.

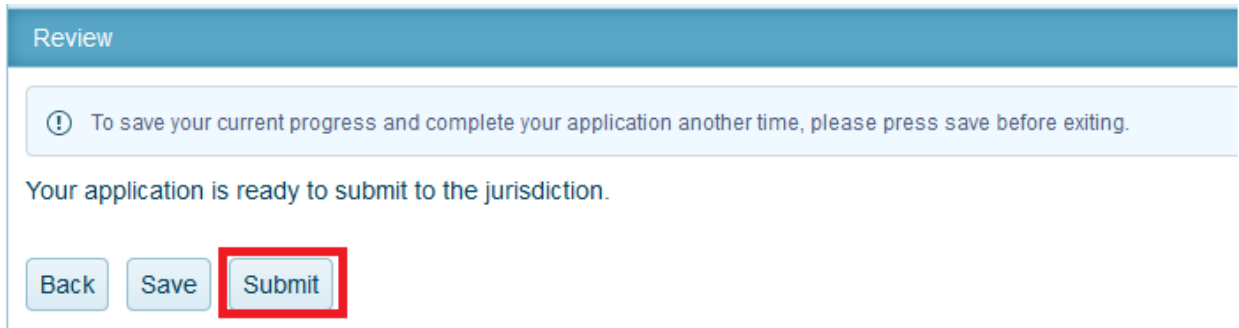
Upload Files

Back

Next

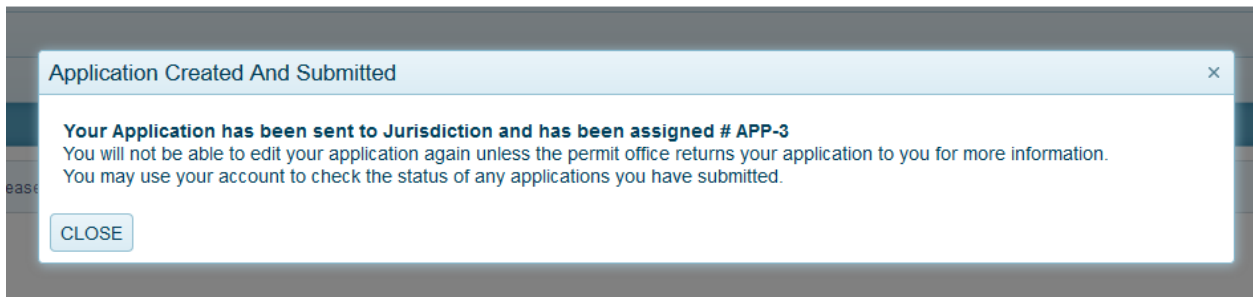


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The screenshot shows a confirmation message box with a title bar "Application Created And Submitted" and a close button (X). The message text reads: "Your Application has been sent to Jurisdiction and has been assigned # APP-3. You will not be able to edit your application again unless the permit office returns your application to you for more information. You may use your account to check the status of any applications you have submitted." At the bottom of the message box is a "CLOSE" button.

Paying Fees Online

Once your jurisdiction has received your application, fees will be added to the project for payment. You may pay the fees online if the jurisdiction offers the online payment service. The jurisdiction will notify you via e-mail when you are able to go online to pay the fees. Here are the steps you should follow to pay the fee online.

1. Once you are logged in, click on the “Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.



3. When the project opens, click on the “Payments” tab shown below. This will take you to the page listing the fees applicable to the project. It is also the page that allows you to pay fees online.

Project #2014-311

3024 Magnolia Drive Hernando MS 38632

Jurisdiction: Hernando

Create Date: 03/24/2014

Permit Fees: \$3,758.54 **Fees Paid:** \$3,683.74

Balance Due: \$74.80

Permit Types:

Water Closets (5630) Water Basins (5631) Showers (5632) Tubs (5633) Sinks (5635) Garbage Disposal (5636) Dish Washers (5637) Washing Machine 3/4 Inch Tap Meter (6215) 4 Inch Sewer Tap (Inside City Limits) (6224) Water Deposit - Residential (6228) Grading Permit (6235) Desoto County Regional

[Print Permit Receipt](#)

[Overview](#) [Contacts](#) [Requirements](#) [Payments](#)

4. Scroll to the bottom of the Payments page where you will see a section labeled “New Payment”. You will see the amount due in the Amount box. If you believe the fee is incorrect, please **call the City/Jurisdiction** assessing the fee so that they may correct the fee before processing the payment online. Otherwise, click the Pay Online button. This will take you to the credit card payment processor page.

New Payment

Received Date 03/26/2014 Contact Not Applicable

Type

- ☒ Water Closets - Water Closets
- ☒ Water Basins - Water Basins
- ☒ Showers - Showers
- ☒ Tubs - Tubs
- ☒ Sinks - Sinks
- ☒ Garbage Disposal - Garbage Disposal
- ☒ Dish Washers - Dish Washers
- ☒ Washing Machines - Washing Machines
- ☒ Water Heaters - Water Heaters
- ☒ Gas Piping - Gas Piping
- ☒ Main Water Supply Line/Sewer Replacements - Main Water Supply Line/Sewer Replacements
- ☒ Credit Card Processing Fee (3%) - Credit Card Processing Fee

Payment Type	Ref. Number	Amount	Description
Credit Card		77.04	

Pay Online

5. On the credit card processor page, simply provide the information required in the fields listed and then click the button required to process your payment online. You will have the option to print a receipt once the payment is processed. The jurisdiction will contact you with any additional requirements or e-mail a copy of your permit once the payment is received.

Review Your Order

Total Amount: USD 77.04

[« Return to City of Hernando Permits Payment](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

Pay With Your Credit Card

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Print a Copy of Your Permit Document

Once your jurisdiction has received payment of the permit fees and issues the permit, you may print a copy of your permit document from the customer portal. The jurisdiction will notify you via e-mail when you are able to go online and print a copy of your permit. Here are the steps you should follow to print a copy of your permit document.

1. Once you are logged in, click on the “Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.



3. When the project opens, click on the “Payments” tab shown below. This will take you to the page listing the fees applicable to the project. It is also the page that allows you to print a copy of the permit once the fees are paid and the jurisdiction issues the permit.

Project #2014-311

3024 Magnolia Drive Hernando MS 38632

Jurisdiction: Hernando

Create Date: 03/24/2014

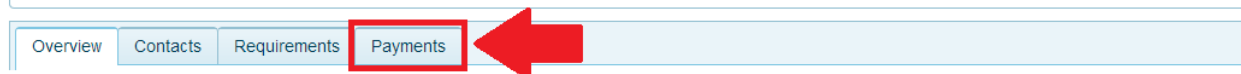
Permit Fees: \$3,758.54 **Fees Paid:** \$3,683.74

Balance Due: \$74.80

Permit Types:

Water Closets (5630) Water Basins (5631) Showers (5632) Tubs (5633) Sinks (5635) Garbage Disposal (5636) Dish Washers (5637) Washing Machine 3/4 Inch Tap Meter (6215) 4 Inch Sewer Tap (Inside City Limits) (6224) Water Deposit - Residential (6228) Grading Permit (6235) Desoto County Regional

[Print Permit Receipt](#)



4. The “Payments” tab may list several fees that are required for the project. However, certain fees are classified as the fee that indicates the actual permit type. This is easily recognized when the “Print Permit” link shown at the far right is visible. If the “Print Permit” link is visible at the far right this means that the fee has been paid and the jurisdiction has issued

the permit. Click on the “Print Permit” link as shown below to print a copy of the permit document.

Project #14-321772
301 Southwood Dr. Gretna LA 70056

Jurisdiction: Jefferson
Create Date: 05/09/2014
Permit Fees: \$12.00 Fees Paid: \$12.00
Balance Due: \$0.00
Status: Permit Closed
Permit Types: Credit Card Fee (5558) Garage Sale Permit (5562)

[Print Permit Receipt](#)

Overview Contacts Requirements Payments

Project Type Fees

Credit Card Fee	
Total	\$2.00
	Amount Due Paid

Garage Sale Permit	
Total	\$10.00
	Amount Due Paid

[Print Permit](#)

5. A copy of the permit document will display. Use the print options specific to your web browser to print a copy of the permit document.

Jefferson Parish (Unincorporated)
Garage Sale Permit

Permit # 14-321772

Date(s) of Sale: 8/30/2014 to 9/1/2014

Print Name: _____

Address: _____

Phone: _____

Items to be Sold: appliances, clothing, home decor, kitchenware

I have read and understood the requirements, rules and laws concerning such sales:

- \$10.00 Administrative Charge for each sale (non-refundable).
- Only two (2) garage sales at this location in any 12-month period.
- No signs allowed on telephone poles, neutral grounds or anywhere on any parish right-of-way or property.
- Maximum duration of sale is two (2) consecutive days
- Time of sale shall not exceed 8:00 a.m. to 5:00 p.m.
- This permit (or a copy) must be prominently posted on front of building at all times during sale.
- To view ordinances go to www.jeffparish.net
- To reschedule, please phone (504) 736-6961, M-F: 8:00 a.m. to 4:00 p.m.

State of Louisiana
Jefferson Parish

[Print...](#)



Commercial Signs Permit Submittal Checklist

- This checklist is intended as a guide to help you make a complete submission first time and get you a quicker decision on your sign permit.
- Each permit is different and will require different submittal information.
- The technical review will only begin with a complete submission.
- All applications have to be submitted online at www.mypermitnow.org
Documents need to be uploaded as PDF files.
- If you need assistance making your online application, please call 512.352.3675 or visit City Hall during normal office hours

	PROJECT INFORMATION	Required
GENERAL	Owner & Applicant information	
Questions	Do you have landowners consent to display signs on the land or building?	
	Site Location	
	In Downtown sign district designation?	
	Zoning district for site location	
	Name of business	
	Description and number of sign(s) proposed	
	Sign type -temporary or permanent?	
	Sign illuminated -internal, external or non - illuminated?	
	If illuminated, specify illumination levels	
	If illuminated, will light be turned on or off intermittently or have changeable message?	
	Sign style – attached to wall, projecting, freestanding, banner or other	
	Position – set back from pavement or curb (insert distance)	
	Height above ground level	
	Width and depth of sign(s)	
	Distance from curb/pavement	
	Width of lot along road frontage	
	Width of the front of the building	
	Total size (sq.ft.)	

SCALED PLANS		
	Scaled site plan showing location of building, set back from street and location of sign(s),	
	Scaled elevations of proposed sign(s). If affixed to a wall of the building show the position of proposed signs displayed on the elevation of the building.	
	Scaled elevations of freestanding sign including foundation/attaching details	
	Scaled elevations of sign to show lettering and color scheme	
SUPPORTING DOCUMENTS		
	Written consent of land owner where the sign(s) is/are to be located, if applicable	
	If several signs proposed a table showing type, square footage and heights of each sign indicated on the site plan	
	Electrical details of sign including cross sections to show wiring, local disconnect switch and illumination levels, if applicable.	
	Specifications of sign, materials and color.	
	Fee	



DEADLINE:
2nd Wednesday
of every month

SIGN REIMBURSEMENT GRANT PROGRAM

Application Instructions

Taylor Main Street seeks to improve the image of downtown Taylor through the restoration and rehabilitation of commercial building facades located in the Downtown Redevelopment Area. As an economic incentive, Taylor Main Street has developed the following sign reimbursement grant program:

- The Taylor Main Street Sign Reimbursement Grant Program is set up as a single payment reimbursement to property owners per building/business, and in some situations, tenants.
- **Grants are available on a 50/50 matching basis with a cap of \$1500 per sign grant (\$3,000+ total project).**
- Eligible signs include signboards/fascia signs, projecting signs, pedestrian signage (window sign, hanging sign and awning sign), etc. for commercial buildings located in the Downtown Redevelopment Area.
- Removal of old signage without it being replaced with a new sign are not eligible for this grant and instead should be addressed in a Façade Improvement Grant application.
- Grants are available starting October 1 of each year, on a first come, first serve basis until total funds are depleted.
- No grants will be awarded for work that has already been done.
- All submitted work must be reviewed by the Taylor Main Street Manager and approved by the Taylor Main Street Advisory Board before any eligible work may begin.
- If awarded a sign reimbursement grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant.
- If you have any questions, please contact Jan Harris, Taylor Main Street Manager at 512/352-3463.

STEPS FOR A SUCCESSFUL SIGN GRANT APPLICATION:

1. **Determine eligibility:** All signage is required to be professionally produced and installed. Discuss project plans with the Taylor Main Street Manager and set up an appointment for free assistance in selecting layout and color schemes for your commercial sign/s through the Texas Main Street Center's Architectural Assistance Program.
2. **Fill out sign reimbursement grant application form and sign the agreement form.** All grant applications must include a scale drawing/s by the chosen sign company for the proposed work or the Texas Main Street Architect, as well as an explanation of the sign's method of installation. Color samples of all final paint colors and sign material(s) must be included with the application to be reviewed by the Taylor Main Street Manager and approved by the Taylor Main Street Advisory Board. The Applicant is required to obtain written proposals from three (3) qualified sign companies including installation of the proposed sign/s. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
3. **Return the completed application form** with all original contract proposals, color samples and example sign material(s) for the proposed work to the Taylor Main Street Office in City Hall (400 Porter Street) no later than the second (2nd) Wednesday of the month.
4. **The approval process will include the following without limitations:**
 - (a) All Sign Reimbursement Grant projects must meet current building standards (Standard Building Codes) and the City of Taylor's sign ordinance.
 - (b) The applicant must meet with the Taylor Main Street Manager to discuss the project prior to the review of the application by the Main Street Advisory Board.

- (c) Final approval for any grant shall be vested in the Main Street Advisory Board but it shall be subject to review authority retained by the Taylor City Council.
 - (d) The Main Street Advisory Board may receive recommendations from committees, such as a Design Committee, which review all or a part of the application. Committee recommendations shall be advisory only and no recommendation shall be binding on the Main Street Advisory Board.
 - (e) The Main Street Advisory Board shall consider only applications which have been properly and fully completed and which contain all the information required in the application or requested by the Main Street Manager, any committees, or the Main Street Advisory Board.
 - (f) All bids submitted by an Applicant must be current and must be dated no earlier than thirty (30) days prior to the application request. Bids shall be submitted on the sign company's letterhead and shall contain the sign company contact's name, address, telephone number. The sign company must itemize the bid in a manner that allows the Main Street Advisory Board to determine the bid's components and authenticity.
 - (g) In the event an Applicant's request for a sign grant is denied, the Applicant shall not be eligible to re-submit a grant application for six (6) months from the date the prior application was denied by the Main Street Advisory Board or, in a case reviewed by the Taylor City Council, from the date the Taylor City Council denied the application.
 - (h) Work must commence on the installation of approved signs within sixty (60) days from the date the grant is awarded by the Main Street Advisory Board. All signage must be installed within (1) year from the date the grant is approved by the Main Street Advisory Board. If the Applicant is unable to begin installation within sixty (60) days from the date the grant is approved or complete the construction within one (1) year from the date the grant is approved, the Applicant can submit a written request for an extension to the commencement date or completion date provided the extension request is made prior to the sixty (60) day or one (1) year time limit. The Main Street Advisory Board shall not be obligated to allow extensions but may do so for good cause determined solely by the Main Street Advisory Board. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Main Street Advisory Board. An extension denial cannot be appealed and shall be final with the Main Street Advisory Board.
 - (i) The Applicant, by submission of this application, attests that the installation described within the application shall be used in a building which complies with all codes and ordinances of the City of Taylor.
 - (j) The Applicant, by submission of this application, further attests that s/he and the property in question is in good standing with the City of Taylor and that the Applicant owes no unpaid taxes, fees, or other debts to the City of Taylor.
 - (k) No Applicant has a proprietary right to receive grant funds. The Main Street Advisory Board shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the Grant program.
 - (l) The Applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.
 - (m) No Applicant nor an Applicant's agent shall be entitled to receive sign grant approval on the same property if requested within three (3) years from the date a previous grant was awarded by the Main Street Advisory Board.
 - (n) An Applicant must attend the Main Street Advisory Board meeting when his/her application is considered. Failure to attend a Main Street Advisory Board meeting when required shall be cause for rejection of the application.
5. **Reimbursement: When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Taylor Main Street office with copies of all paid invoices for a single payment reimbursement of the approved funding.**

6. **Appeal Process:** Any application rejected by the Main Street Advisory Board shall be entitled to review by the Taylor City Council. The Applicant shall submit a written request for review to the City Manager no later than ten (10) days from the date the application is denied by the Main Street Advisory Board. The request for review by the Taylor City Council shall state reasons why the Applicant believes the application was improperly refused by the Main Street Advisory Board and the reasons why the Applicant believes the application should be approved. The written review request shall be furnished by the City Manager to the Chairperson of the Main Street Advisory Board. The Main Street Advisory Board's Chairperson shall, within ten (10) days of receipt of the Applicant's written request from the City Manager, furnish the Main Street Advisory Board's reasons for denying the application and shall state the reasons why the application should not be approved by the Taylor City Council. Review by the Taylor City Council will be scheduled within the time restraints and business issues of the Taylor City Council, but not later than ninety (90) days from the date the written request for review is received by the City Manager from the Applicant. The City Council shall review the application and consider the action taken by the Main Street Advisory Board regarding the application in question. The Taylor City Council shall not be required to reverse the Main Street Advisory Board's decision unless the Taylor City Council determines the Main Street Advisory Board did not act in substantial compliance with the application's request and the applicable policies relating to the Taylor Sign Grant Program. The determination by the Taylor City Council's determination shall be deemed final.



Advisory Board Review

Approved _____

Rejected _____

Date _____

SIGN REIMBURSEMENT GRANT PROGRAM APPLICATION

*Please return completed with necessary attachments and signed to Taylor Main Street Office,
400 Porter Street no later than the 2nd Wednesday of the month.*

◆ Applicant Name _____ Date _____

◆ Business Name _____

◆ Mailing Address _____

◆ Contact Phone _____ Email Address _____

◆ Building Owner (if different from applicant) _____

◆ Building Name _____

◆ Building Address _____

◆ Description of sign/s and installation: (includes signboards, projecting signs, and pedestrian signage)

◆ List sign company proposals and total amounts (please attach original proposals):

1. _____

2. _____

3. _____

◆ Total cost of proposed sign/s: _____

◆ Amount of Sign Grant requested: _____

(Maximum of \$1,500; 50/50 match)

The following information is required for a Grant Application to be considered:

1) scale drawing/s or photographs of proposed sign/s,

2) all final paint color samples and sign materials used and

3) original copies of all sign company proposals including installation.

Applicant's Signature _____

Date _____



SIGN REIMBURSEMENT GRANT AGREEMENT FORM

Please sign and return the completed grant packet with all the necessary attachments to the Taylor Main Street Office; City Hall; 400 Porter Street no later than the 2nd Wednesday of the month.

I have met with the Taylor Main Street Manager, and I fully understand the Sign Reimbursement Grant Program established by the Taylor Main Street Advisory Board.

I further understand that if I am awarded a Sign Reimbursement Grant by the Taylor Main Street Advisory Board, any deviation from the approved project may result in the partial or total withdrawal of the grant. If the sign is altered for any reason within one (1) year from construction, I may be required to reimburse the City of Taylor immediately for the full amount of the Sign Reimbursement Grant.

Business Name

Applicant's Signature

Date

Building Owner's Signature

Date

Taylor Main Street Manager's Signature

Date

Taylor Main Street Advisory Board's Approval

Date

Chapter 24 SIGNS¹

Sec. 24-1. Purpose.

The purpose of this chapter is to establish clear and unambiguous regulations pertaining to signs in the city and the city's municipal extraterritorial jurisdiction, as allowed by V.T.C.A. Local Government Code, § 216.902, to promote thereby an attractive community, foster traffic safety, and enhance the effective communication and exchange of ideas and commercial information. The city council hereby finds the following legislative facts:

- (1) The proliferation of signs creates commercial confusion and makes it difficult for travelers and motorists to locate the goods and services they seek.
- (2) The increasing height of signs within the city is an endless battle for a higher and more visible sign, and a reasonable limitation on the height of signs is necessary to prevent visual pollution, potential windstorm damage, injury or death.
- (3) Excessive height in signs creates clutter and is unsightly and offensive to the members of this council and many, if not most, of the citizens in the city. The establishment of a reasonable maximum height for signs will allow effective communication, prevent altitude competition, and will not penalize smaller business concerns which may not be able to compete for aerial superiority.
- (4) Reasonable provisions pertaining to size, scale, location, design, lighting, permanency, and maintenance are necessary to avoid visual clutter, preserve and improve the appearance and character of the community, to avoid traffic problems caused by distracting signs or structures in close proximity to streets, which compete with traffic signs and signals for the attention of motorists, and to prevent deterioration, disregard, and abandonment of signs or structures.

This section will complement the provisions of the Federal Highway Beautification Act of 1972.

The council recognizes that signs are necessary for visual communication for public convenience, and that businesses and other activities have the right to identify themselves by using signs that are incidental to the use on the premises where the signs are located. The city council herein seeks to provide a reasonable balance between the right of a person to identify his or her business or activity, and the rights of the public to be protected against visual discord and safety hazards that result from the unrestricted proliferation, location and construction of signs. This section will insure that signs are compatible with adjacent land uses and with the total visual environment of the community, in accordance with the city's comprehensive plan for zoning and land use.

The city council finds that the rights of residents of this city to fully exercise their rights of free speech by the use of signs containing non-commercial messages are subject to minimum regulation regarding structural safety and setbacks for purposes of traffic protection. The council seeks herein to provide for the reasonably prompt

¹Editor's note(s)—Ord. No. 2003-42, §§ 1.0—7.0, adopted November 13, 2003, enacted new provisions which in effect superseded provisions formerly set out as ch. 24. Former ch. 24, §§ 24-1—24-7, pertained to similar subject matter and was derived from Ord. No. 2001-15, §§ 1.0—7.0, adopted April 24, 2001; Ord. No. 2003-17, § 1.0(2.0, 3.15, 3.18), adopted June 12, 2003 and Ord. No. 2003-38, § 1.0(3.13), adopted October 28, 2003. The provisions of Ord. No. 2003-42, §§ 1.0—7.0, have been included herein as a new ch. 24.

Cross reference(s)—Buildings, Ch. 5.

removal and disposal of such signs after they have served their purpose, and yet to avoid any interference with First Amendment freedoms, especially as to persons who are of limited financial means.

Instances may occur in the application of this chapter where strict enforcement would deprive a person of the reasonable use of a sign, or the reasonable utilization of a sign in connection with other related property rights, and herein provides for such persons to have the right to seek variances from the requirements of this chapter for good cause. It is imperative that enforcement officials apply this chapter as it is written, in the interest of equality and fair and impartial application to all persons, and that the use of the variance procedure shall remain the sole administrative means to obtain any exception to the terms hereof.

(Ord. No. 2003-42, § 1.0, 11-13-2003; Ord. No. 2008-20, § 1.0, 7-8-2008)

Sec. 24-2. Definitions.

[The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

Accessory sign means a small sign that is not part of the total allowable square footage permitted for the building. Accessory signs are restricted to hours of operation, credit cards accepted, and official notices of services required by law or trade affiliations.

Alley sign means a sign used to identify the alley entrance to a building or business.

Apartment/condominium/mobile home park identification sign means an attached sign or a freestanding sign with permanent foundation or moorings, designed for identification of a multi-family residential project or a mobile home park project, and where adequate provision is made for permanent maintenance hereunder.

Architectural features means an ornamentation or decorative features attached to or protruding from or otherwise accentuating an exterior wall.

Area identification sign means a freestanding or wall sign with permanent foundation or moorings, designed for identification of subdivisions of ten to 50 acres, or identification of a distinct area within a subdivision, and where adequate provision is made for maintenance hereunder.

Attached sign means a sign attached to or applied on and totally supported by a part of a building.

Awning sign means a rigid roof-like cover extending out from the wall of a building to provide cover over windows or doors, that is supported by the exterior wall of the building, and that may include a type that can be retracted, folded, or collapsed against the face of a supporting building. A sign placed directly on top of the awning.

Banner means a temporary sign, either attached or freestanding, with or without characters, letters, illustrations, or ornamentations, applied to cloth, paper, flexible plastic or fabric of any kind, attached to the exterior of the structure or free standing on the site with temporary fastening devices such as rope, string, wire, twine, or similar materials, which is in addition to the permitted permanent signs, announcing a special event for a business, i.e., business openings, grand openings, sales or promotion events.

Bed and breakfast inn facility sign means a sign that identifies a bed and breakfast inn facility.

Changeable electronic variable message sign (CEVMS) means a sign which permits light to be turned on or off intermittently or which is operated in a way whereby light is turned on or off intermittently, including any illuminated sign on which such illumination is not kept stationary or constant in intensity and color at all times when such sign is in use, including an LED (light emitting diode) or digital sign, and which varies in intensity or color. A CEVMS sign does not include a sign located within the right-of-way that functions as a traffic control device and that is described and identified in the Manual on Uniform Traffic Control Devices (MUTCD) approved by the Federal Highway Administrator as the National Standard.

Calendar year means between January 1 and December 31 of each year.

Canopy means any non-rigid material such as fabric or flexible plastic, that is supported by or stretched over a frame, that is attached to an exterior wall, and that may include a type that can be retracted, folded, or collapsed against the face of a supporting building.

Canopy sign means a sign that is an integral part of the canopy, which is painted on or applied to the canopy.

Commercial sign means a sign which directs attention to a business, commodity, service, entertainment, or attraction sold, offered, or existing.

Development sign means a sign announcing a proposed subdivision or a proposed building project.

Directional traffic control sign means a sign utilized as a traffic control device in off-street parking or access areas.

ETJ means the Extraterritorial Jurisdiction of the city as created and authorized under Chapter 42 of the Texas Local Government Code.

Facade means the portion of any exterior elevation on the building extending from the grade to the top of the wall, or eaves, and the entire width of the building elevation which are adjacent to the front on any right-of-way.

Facade, primary means the facade with the main entrance.

Faux neon signage means signage created by using light emitting diodes (LEDs) which are strung closely together so that the light they emit overlaps and creates a steady source of light encased in plastic tubes.

Feather banner means a vertical portable sign, made of lightweight material that is prone to move in the wind, and that contains a harpoon-style pole or staff driven into the ground for support or is supported by means of an individual stand. This definition includes such signs of any shape including flutter, bow, teardrop, rectangular, shark, feather, and U-shaped. For purposes of this chapter, a feather banner is an advertising device and sign.

Flag/pennant means a piece of fabric of distinctive design that is used as a symbol (as of a nation), identification, as a signaling device or as a decoration.

Freestanding commercial sign means a sign supported by one or more columns, poles or bars extended from the ground or from an object on the ground, or that is erected on the ground; the term includes all signs which are not substantially supported by a building or part thereof, or which are substantially supported by a building or part thereof, when the sole significant purpose of the building or part thereof, is to support or constitute the sign.

Frieze means a flat area surrounded by architectural features dedicated to sign placement.

Fuel price sign means a sign used to advertise the current price of fuel at locations where fuel is sold.

Hanging sign means a sign attached to underneath the canopy or awning.

Home occupation sign means a sign used to identify the name and occupation of a person with a legal home occupation.

Individual letters, numbers and/or symbols used to create signage or identification of a building or business.

Low profile sign means a sign with a permanent foundation that is not attached to a building, but is a stand-alone sign and which does not exceed 60 square feet in area and four feet in height.

Mailbox type structure means a small frame structure that resembles a mailbox support to which a swinging sign is attached and is located on the applicant's property.

Mural means artwork applied to the wall of a building that covers all or substantially all of the wall and depicts a scene or event of natural, social, cultural, or historic significance. Excludes any commercial message.

Neon signage means electric signs illuminated by small gas charged glass tubes containing neon or some other form of rarified gas.

Non-commercial sign means a work of art or message which is political, religious, or pertaining to a point of view, expression, opinion, or idea that contains no reference to the endorsement, advertising of, or promotion of patronage, of a business, commodity, service, entertainment, or attraction that is sold, offered, or existing.

Non-residential property means any land or buildings which are NOT located within the rezoning districts R1, R2, R3, MH, D, MF1 and MF2.

Off-premises commercial sign means a sign which directs attention to a business, commodity, service, entertainment, or attraction sold, offered, or existing elsewhere than upon the premises where such sign is displayed. This definition includes but is not limited to freestanding and billboard signs.

On-premise commercial sign means a sign which directs attention to a business, commodity, service, entertainment, or attraction sold, offered, or existing upon the premises where such sign is displayed. This definition does not include non-commercial signs.

Permanent sign means a sign constructed of durable materials which is affixed or attached to real property by poles, stakes or other members which are placed into the ground, or upon some other type of permanent foundation and is intended for long-term use. A permanent sign excludes a sign attached to a building or other permanent structural members with rope, string, wire, twine, or similar material.

Political sign means any sign which promotes a candidate for any public office or which advocates a position on any social issue as its primary purpose. Political signs shall be considered in the category of non-commercial signs except where there are regulations pertaining to their removal after an election.

Portable sign means a sign which is not affixed or attached to real property by poles, stakes or other members which are placed into the ground, or upon some other type of permanent foundation; trailer signs, any sign with wheels or skids, and any sign which is constructed so as to sit upon the surface of the ground, without subsurface attachment or extension.

Premises means an area of land planned and designed as a single comprehensive project, considered from the time the plan is first submitted to the planning department either at plat stage or site plan stage.

Primary sign means the most dominate sign on the building. This may be a single sign or a combination of signs providing that the total square footage of the primary sign or signs does not exceed the total allowable square footage permitted for the building.

Projecting sign means a two-sided sign projecting from a building and placed perpendicular to the building's front façade or placed at the building's exterior corner.

Public entity means a federal, state, or local government entity and includes the City of Taylor, Williamson County, and Taylor Independent School District.

Real estate, finance and construction sign means an attached or freestanding sign erected upon a lot or parcel of land for the purpose of advertising same for sale or lease, or advertising the furnishing of interim or permanent financing for a project, or for the furnishing of labor, materials or the practice of crafts on the job site.

Residential property means a single-family residential dwelling, a town house, or a duplex with no more than two residential units per structure located within zoning districts R1, R2, R3, MH, and MF1. This definition does not include more than three residential units per structure or apartments.

Right-of-way means the land located between the property line and the edge of the pavement of a public thoroughfare or a utility easement in which a governmental entity has an interest.

Roof sign means an outdoor advertising display sign erected, constructed, or maintained on the roof of a building or which is wholly dependent upon a building for support, and which projects above the point of a

building with a flat roof, six feet above the eave line of a building with a shed, gambrel, gable or hip roof, or the deck line of a building with a mansard roof. See illustrations at the end of this chapter.

Sandwich/sidewalk sign means a movable sign not secured or attached to the ground or surface upon which it is located.

Secondary sign means a sign that is intended to supplement or complement the primary sign, and is subordinate to the primary sign, which is included in the total allowable square footage permitted for the building.

Sign means any written or graphic representation, decoration, form, emblem, trademark, flag, banner, or other feature or device of similar character that is used for the communication of commercial information, or communication of ideas or subjects of political significance, and which:

- (1) Is a structure or any part thereof, including the roof or wall of a building, or a free standing wall or fence;
- (2) Is written, printed, projected, painted, constructed or otherwise placed or displayed upon or designed into a building, board, plate, canopy, awning or vehicle, or upon any material, object or device whatsoever; and
- (3) By reason of its form, color, wording, symbol design, illumination or motion attracts or is designed to attract attention to the subject thereof, or is used as a means of identification, advertisement or announcement.
- (4) A sign shall be considered to be a single display surface, a double-faced display surface, or display device containing elements clearly organized, related and composed to form a unit. Where matter is displayed in a random manner without organized relationship of elements or where there is reasonable doubt about the relationship of elements, each element shall be considered to be a single sign; provided, however, that the display of merchandise through glass windows in any zone where such merchandise may be sold in the ordinary course of business shall not constitute a sign or signs.

Subdivision identification sign means a freestanding or wall sign with permanent concrete foundation or moorings, designed for permanent identification of a subdivision of greater than 50 acres, and where adequate provision is made for permanent maintenance hereunder.

Swinging sign means a sign which is no more than two feet by three feet, which is either a freestanding or an attached sign that swings and is attached to a mailbox-type frame or structure, or to the ceiling under a front porch. The freestanding sign can be no more than four feet in height.

Temporary use directional sign means a sign pertaining to the sale of a house or building used in compliance with this chapter.

Wall sign. See attached sign.

Window sign means a sign affixed to the interior or exterior of a window or placed within three feet of a window for the purpose of being visible from the exterior of the window. Merchandise displays shall not be considered window signs.

(Ord. No. 2003-42, § 2.0, 11-13-2003; Ord. No. 2007-18, § 2(2.0), 6-26-2007; Ord. No. 2008-14, § 1.0(3(2.0)), 5-8-2008; Ord. No. 2008-20, § 2.0, 7-8-2008; Ord. No. 2008-26, § 2(2.0), 8-26-2008; Ord. No. 2021-01, § 2, 1-14-2021; Ord. No. 2021-22, § 2, 10-14-2021)

Sec. 24-3. General provisions.

(a) *Building permits.*

- (1) A permit shall be required for the following types of signs:

- a. Subdivision and area identification signs.
 - b. Apartment/condominium/mobile home park identification signs.
 - c. Development signs.
 - d. Roof signs.
 - e. Freestanding commercial signs.
 - f. Attached signs.
 - g. Fuel price signs.
 - h. Banners.
 - i. Alley signs.
 - j. Awning signs.
 - k. Canopy signs.
 - l. Hanging signs.
 - m. Corner projection signs.
 - n. Sandwich/sidewalk signs.
 - o. Wall signs.
 - p. Window signs.
- (2) Permits shall be issued by the building official upon receipt of a properly completed application which demonstrates that the applicant's request is in accordance with the provisions of this section and the city's building code. The fee for such permits shall be established by the city council from time to time by ordinance.
- (3) No permit shall be required for the following signs:
- a. Directional traffic control signs.
 - b. Real estate, finance signs and construction.
 - c. Non-commercial signs: political signs.
- (b) *Subdivision and area identification signs.*
- (1) Area identification signs shall be permitted upon private property in any zone to identify subdivisions of ten to 50 acres in size and subject to the requirements set forth in Table 1. Area identification signs may also be used within a large subdivision to identify distinct areas within that subdivision, subject to the requirements in Table 1.
- (2) Subdivision signs shall be permitted upon private property in any zone to identify subdivisions of greater than 50 acres, subject to the requirements set forth in Table 1.

TABLE 1—SUMMARY OF SIGN REGULATIONS						
Sign Classification	Permitted District	Maximum Area (square feet)	Maximum Height (feet)	Setback	Number Allowed	Permit Required
Subdivision	All	150	15	10' from ROW	Sec. 3.2	Yes

Area I.D.	All	16	4	10' from ROW	Sec. 3.2	Yes
Apt/Condo/MH	R-2, R2-A, R2-B, R1-MH, R1-MHS	100	10	10' from ROW	1 per project Sec. 24-3(c)	Yes
Development (Project)	All	35 sf on 50' ROW 65 sf on 60' ROW 150 sf on 70' ROW 250 sq. on 70'+ ROW	15	10' from ROW	1	Yes
Development (Subdivision)	All	Same as above	15	10' from ROW	1	Yes
Traffic Control	R-2, R2-A, R2-B, R1-MH, R1-MHS, B-1, B-2, B-3, M-1, M-2	3	4	4' from curb	1 per curbcut	No
Real Estate	All	<150' frontage — 16 sf >151' frontage — 32 sq.	8	10' from ROW	Sec. 3.7	No
Finance/Construction	All	<150' frontage — 16 sf >151' frontage — 32 sq.	8	10' from ROW	1 — Finance 3 — Construction	No
Political	All	See Table 2	See Table 2	10' from curb if area is >2 sf	n/a	No
Bed & Breakfast Inn Facility	R-1, R-2, R-3, MH, D, MF-1, MF-2, B-1, B-2, B-3 ¹	6	5	10' from ROW (Sign can be in front yard only)	1	Yes
Roof	Shall be treated as commercial freestanding sign					
Freestanding ²	B-1, B-2, B-3, M1, M-2,	See Table 2	See Table 2	See Table 2	Sec. 3.10	Yes

	R-1, R-2, R-3, P, I					
Low Profile ²	B-1, B-2, B-3, M1, M-2, R-1, R-2, R-3, P, I	60	4	10' from ROW	Sec. 3.10	Yes
Attached ²	B-1, B-2, B-3, M-1, M-2, R-1, R-2, R-3, P, I	Section 3.13				Yes
Exempt		Section 3.16				
Prohibited		Section 3.15				

¹Special sign regulations in the Downtown District, Sign Ordinance Sec. 3.20

²Non-profits, churches, governmental agencies and schools allowed to install signs in R-1, R-2 and R-3

- (3) Both area identification and subdivision signs must be located on the premises as identified by a site plan or survey of the subdivision. Subdivision signs will be permitted only at major intersections on the perimeter of the subdivision (intersection of two collector or larger streets). At each intersection either one or two subdivision signs may be permitted so long as the total area of the signs does not exceed 150 square feet. Banners or flags may be utilized as subdivision identification signs but the overall height shall not exceed 35 feet.
 - (4) Indirect lighting is permissible but no optical effects, moving parts or alternating, erratic or flashing lights shall be permitted. Landscaping shall be installed around each subdivision sign. Adequate arrangements for permanent maintenance of all signs and any landscaping in conjunction with such signs shall be made, which may be through an owners association if one exists or is created for this purpose.
- (c) *Apartment/condominium/manufactured home park identification sign.*
- (1) An apartment/condominium/manufactured home park identification sign may be either an attached sign or a freestanding sign. It shall be placed upon the private property of a particular multi-family project in an R-2, R2-A or R2-B zone or manufactured home park in an R1-MH or R1-MHS zone subject to the requirements set forth in Table 1. The apartment/condominium/manufactured home park identification sign shall list the name and facilities available and may have leasing or sales information incorporated as a part of the sign. An apartment or condominium project must have a minimum of 24 dwelling units to qualify for an identification sign. Indirect lighting is permissible, but no optical effects, moving parts, or alternating, erratic or flashing lights or devices shall be permitted. Any manufactured home parks existing at the time of this chapter that are non-conforming may still utilize an identification sign meeting the provisions of this section and Table 1.
- (d) *Development sign.*
- (1) A development sign may be placed only on private property subject to the requirements in Table 1. A development sign for a building project shall be removed if the project has not received a building permit at the end of 12 months. The director of community development may renew the sign permit for one additional 12-month period upon request. Once a building permit for the project is received, the sign may stay in place until 75 percent of the project is leased or a permanent sign is installed, whichever comes first.

- (2) A development sign for a proposed subdivision shall be removed if a preliminary or final plat has not been approved by the end of 12 months. The director of community development may renew the sign permit for one additional 12-month period upon request. Once a plat has been approved, the sign permit is valid as long as a preliminary plat is in effect, or in the absence of a valid preliminary plat, for 24 months from the date of approval of a final plat.
- (e) *Directional traffic control sign.*
- (1) Directional traffic control signs may be utilized as traffic control devices in off-street parking areas subject to the requirements set forth in Table 1. Logo or copy may be permitted but shall be less than 50 percent of the area of the directional sign. No directional traffic control sign shall be permitted within or upon the right-of-way of any public street unless its construction, design, and location have been approved by the city engineer.
- (f) *Portable signs.* Portable signs are not permitted within the city limits.
- (g) *Real estate/finance/construction signs.*
- (1) One real estate sign not exceeding 16 square feet in total area (exclusive of stakes and posts) may be erected at any time while a property is offered for sale or lease to the public. Properties with a minimum of 150 feet of frontage shall be allowed one real estate sign not exceeding 32 square feet in total area. Properties with a minimum of two acres and frontage on two streets shall be allowed one real estate sign on each frontage street with the area of the sign to be determined by the amount of frontage as stated above.
 - (2) One finance sign and three construction signs (for a total of four signs), not exceeding 16 square feet in total area each (exclusive of stakes and posts) may be erected once a building permit has been issued on a property. Properties with a minimum of ten acres and 1,000 feet of frontage shall be allowed one finance sign and three construction signs not exceeding 32 square feet in total area each.
 - (3) Real estate, finance and construction signs may be either attached or freestanding and only those visible from the street are limited in number (see "exempt signs" subsection (p)).
 - (4) All such signs shall be maintained by the persons in control of the premises so as to remain erect and in good repair. Such signs shall be removed by the property owner or other person in control of the premises if they are damaged, broken or incapable of remaining erect.
 - (5) Such signs must be removed by the owner or person in control of the premises when either the property has sold or been leased and/or when performance under the construction contract or subcontract (in the case of construction signs) has been completed. In all cases, financing and construction signs shall be removed prior to issuance of a certificate of occupancy.
- (h) *Noncommercial signs: Political signs.*
- (1) This section does not regulate the size, content or location of non-commercial signs, political signs except as follows:
 - a. No commercial message shall be shown on any noncommercial sign.
 - b. No noncommercial sign:
 1. May be located within public road right-of-way of the state; or
 2. May be located off the premises of the property owner who is displaying the sign; or
 3. May exceed the restrictions set forth in Table 2; or
 4. Where determined by the city manager or his designee as a location that would hinder intersection visibility.

5. May be located within the city right-of-way adjacent to undeveloped property.
- (2) This provision is necessary to avoid clutter, proliferation, and dangerous distraction to drivers caused by close proximity of such signs to automobile traffic, to avoid damage to automobiles which may leave the paved surface intentionally or by accident, and to avoid the necessity for pedestrians to step into the roadway to bypass such signs. No regulatory alternative exists to accomplish this police power obligation.
- (3) In the event that any political sign is located in a public right-of-way of the state, it shall be removed by the city.
- (4) Except as provided in subsection a. below, it shall be unlawful for any person to post a political campaign sign on or over any public property in the city.
- a. A temporary political campaign sign or literature may be placed on public property that serves as an early voting location or an election day voting location. Only signs and literature that refer to a candidate or issue that is on the ballot at a particular voting location may be placed at that voting location. A maximum of ten signs per candidate or issue may be placed at each polling location. Each temporary political sign or literature placed on public property being used as a polling location may not:
1. Have an effective area greater than three square feet;
 2. Be more than four feet high;
 3. Be illuminated or have any moving elements;
 4. Be within 100 feet of an outside door through which a voter may enter the public building;
 5. Be on driveways, parking areas, or medians within parking areas on the premises, with the exception of political campaign signs attached to vehicles lawfully parked at the premises;
 6. Be attached, placed or otherwise affixed in any area designated as a planting or landscaped area or to any tree, shrub, building, pole or other improvement;
 7. Be placed within ten feet of the public roadway adjacent to the premises;
 8. Be placed on the premises earlier than 24 hours before the commencement of early voting if being placed at an early voting location or the commencement of election day voting if being placed at an election day voting location; and
 9. Remain on the premises more than 24 hours after early voting has ended if placed at an early voting location or after election day voting has ended if being placed at an election day voting location.
- b. In a campaign for political office, the candidate for such office shall be deemed the person responsible for the posting of political campaign signs, unless he first notifies the city clerk of another person who is responsible. In such cases, the candidate shall provide the name, address, telephone number, and signed consent of such other responsible person. In a campaign regarding a ballot measure, the president of the committee supporting or opposing such ballot measure shall be deemed responsible, unless he first notifies the city clerk of another person responsible, in the manner described above. Such candidate, committee president, or other designated person shall be subject to prosecution for any violation of this section.
- c. Members of the city staff are hereby authorized and directed to remove any political campaign sign found posted within the corporate limits of the city when such sign is in violation of the provisions of this section.

- d. All political campaign signs posted on public property in violation of this section are hereby declared to be public nuisances and may be abated as such by the city. All political campaign signs posted on public property shall be deemed to be abandoned and shall become the property of the city and may be disposed of at the discretion of the city.
- (i) *Roof signs.* Roof signs shall be regulated as freestanding signs.
- (j) *Freestanding commercial signs.*
- (1) Freestanding commercial signs are allowed only on developed commercial property in B-1, B-2, B-3, M-1 and M-2 zone, and are allowed in the park (P) and institutional (I) zones. A premise with less than 75 feet of frontage shall be allowed to use one low profile sign. A premise with more than 75 feet of frontage shall be allowed to use Table 2 standards for one freestanding sign rather than one low profile sign.
 - (2) A premise with more than 150 feet of frontage shall be allowed to use Table 2 standards for any number of freestanding signs or low profile signs or both types of signs as long as there is a minimum separation between signs of 150 feet.
 - (3) Premises with less than 75 feet of frontage may be combined in order to utilize signage corresponding to the resulting frontage as described in the preceding two paragraphs.
 - (4) Bed and breakfast inn facility sign — may have one freestanding sign where this facility is permitted by the zoning ordinance in the front yard, a maximum of 16 square feet in size, no more than four feet in height, located ten feet from the front property line and must adhere to other applicable setback lines, and may be used in conjunction with an attached sign as permitted in section 24-3(m)(1). The sign shall be located in such a way so as to not interfere with traffic flow and illuminated in such a way so as to not infringe on adjacent properties and have no negative effect on passing traffic.

TABLE 2—FREESTANDING SIGN RESTRICTIONS		
Allowable Areas		Notes
Frontage (feet)	Max. Area (sq. ft.)	
0—50	25	Frontage—The number of feet fronting on a public street to which a sign is oriented.
51—100	50	
101—150	75	
151—200	100	Area—The area in square feet of a single face sign or (1) side of a double face sign, or half the sides of a multi-faced sign.
201—250	125	
251—300	150	
301—350	175	The area of a freestanding sign is the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines which fully contain all extremities exclusive of supports of a horizontal view of the sign.
351—400	200	
401—450	225	
451—500	250	For the purpose of determining the maximum square footage allowable for a freestanding sign, an applicant with property located on an arterial roadway, as defined by the city's most current thoroughfare plan, may add an additional 50 percent of the frontage to the amount of frontage on the arterial roadway. This provision does not apply to the downtown sign district.
501—550	275	
551—600+	300	
		On corner lots, the frontage street shall be the greater

		street as classified on the thoroughfare plan. Where two streets are the same, the applicant may choose the frontage street.
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Amended Ordinance No. 2006-20, September 2006

Distance from Curb/Pavement			
At Least (feet)	Less Than (feet)	Height (feet)	
10	15	4.5	Distance from the Curb — The distance in feet from the curb or pavement edge to the nearest part of the sign. Height— Height of the sign measured from the elevation of the curb or pavement edge. No freestanding sign shall exceed 35 feet in height. On corner lots only, the frontage street can be used to determine height and area. Tracts zoned B-1, B-2, B-3, M-1, M-2, P and I with a minimum 100 feet of frontage on an arterial may have a sign up to a maximum of 35 feet in height with a minimum distance from the curb or edge of pavement of 30 feet to the nearest part of the sign. The sign shall not be closer than 200 feet to any residentially zoned property.
15	20	8.0	
20	25	11.0	
25	30	14.0	
30	35	16.0	
35	40	19.0	
40	45	21.0	
45	50	23.0	
50	55	26.0	
55	60	29.0	
60	65	31.0	
65	70	34.0	
70+	-	35.0	

Table 2 modified September 2009

- (5) The sign applicant may elect the frontage street where two streets at the corner are classified the same on the thoroughfare plan. If on two differently classified streets, then the greater shall be considered the frontage street.
- (6) No more than one freestanding sign shall be allowed on any premises except when all of the following conditions are met:
 - a. The site must be zoned B-1, B-2, B-3, M-1 or M-2.
 - b. The site must be 25 acres or more in area.
 - c. The site must have 1,000 feet (or more) of continuous unsubdivided frontage on any major arterial street (as classified in the thoroughfare plan) toward which one additional freestanding sign is to be displayed.
- (7) Balloons or gas-filled objects may be used for display or advertising for special events with no required permit. Maximum height 35 feet. One use allowed for three days maximum time per premise per 30 day period.
- (k) *Master sign plan.* The purpose of the master sign plan is to allow a property owner or developer, subject to approval of the city, the option of designating an area that will allow flexibility in sign location due to peculiarities in the location or configuration of parcels of real property, such as parcels with no street

frontage, or multiple parcels organized into combined uses, or to allow creative sign management in exchanged for a cumulative reduction in sign area, sign height or the total number of signs.

- (1) *Minimum requirements.* To qualify for a master sign plan, an area must:
 - a. Include one lot or parcel or two or more contiguous lots or parcels that are not included in any other master sign plan;
 - b. The owner(s), or the authorized representatives of the owner(s), of all lots within the proposed master sign plan area must sign the application for a master sign plan.
 - c. Not on a street with through access and no residential district fronting on the street.
- (2) *Required submittals.* In order to obtain a master sign plan, the owner(s) of the property located within the proposed master sign plan area must sign and submit an application to the city's community development department on a form provided by the city, which application must be accompanied by the following:
 - a. A site plan showing the proposed boundaries of the master sign plan area;
 - b. A site plan showing the location of all existing or proposed freestanding signs;
 - c. A table showing the type, square footage and heights of each sign indicated on the site plan;
 - d. The application fee, \$50.00 established by the city for the processing of such applications.
- (3) *When effective.* A master sign plan shall not become effective until all owners of the property within the master sign plan area have signed an agreement which indicate the property owners agreement that:
 - a. The master sign plan can be amended only by the written consent of all parties or their successors, and the city;
 - b. The agreement is binding on all successors in interest to the property within the master sign plan area; and
 - c. Each party waives any right to apply for or install any sign inconsistent with the provisions of the master sign plan, even though such sign might otherwise be allowed under this section.
- (4) *City review of signs.* All freestanding signs included within a master sign plan area shall be individually subject to review and approval of placement, size and height, as approved by the city.
- (l) *Taylor municipal airport.* No sign shall be constructed to a height that violates any maximum height restrictions established by the state department of transportation and/or the Federal Aviation Administration.
- (m) *Attached signs.* Attached signs in areas zoned B-1, B-2, B-3, M-1 and M-2 are commercial signs under this section. An attached sign shall advertise only the name of, uses of, or goods or services available within the building to which the sign is attached.
 - (1) *Bed and breakfast inn facility sign.* May have one attached non-illuminated sign where this facility is permitted by the zoning ordinance on the front of the main structure no more than six square feet in size and may be used in conjunction with a freestanding sign as permitted in subsection (j).
- (n) *Flags.* One freestanding corporate flag per premise, not to exceed 35 feet in height or 100 square feet in area is allowed in multi-family, commercial, and industrial zones or developments.
- (o) *Prohibited signs.* The following signs shall be prohibited:

- (1) Billboards. This includes, but is not limited to, the prohibition of any off-premises CEVMS, commercial or non-commercial, or the conversion of an existing non-CEVMS off-premises commercial sign or off-premises noncommercial sign to an off-premises CEVMS.
 - (2) Portable and trailer signs.
 - (3) Off-premises signs, both commercial and non-commercial, except as provided by subsection 24-3(p).
 - (4) Signs painted on rooftops.
 - (5) Flags/pennants containing copy or logo, excluding the flags of any country, state, city or school, are prohibited in residential zones and on any residentially developed property (except when flags are used as subdivision signs). Flags/pennants as described in section 24-3(n) will be permitted.
 - (6) Signs and displays with flashing, blinking or traveling lights, or erratic or other moving parts, either internal or external to the premise, and oriented and visible to vehicular traffic, provided that time and temperature signs are permissible if the maximum area and setback requirements of this section are met and if the commercial information or content of such signs is restricted to no more than eight square feet, and no more than 25 square feet if located on an arterial as defined by the city's current thoroughfare plan, and the lowest point of the sign is located no closer to the ground than 15 feet.
 - (7) Any signs which are intended to or designed to resemble traffic signs or signals and bear such words as "stop", "slow", "caution", "danger", "warning", or other words, and which are erected for purposes other than actual traffic control or warning to the public.
 - (8) Any sign that emits sound, odor or visible matter.
 - (9) Banners are prohibited in residential zones.
 - (10) Home occupation signs.
 - (11) Any signs or banners attached to utility poles, streetlights, trees, shrubs, traffic signs or mailboxes or similar structures.
- (p) *Exempt signs.* The following signs are exempt from the requirements of this chapter:
- (1) Signs that are not easily read from beyond the boundaries of the lot or parcel on which they are located or from any public thoroughfare or traveled right-of-way. Such signs are not exempt from the safety regulations contained herein and in city building and electrical codes.
 - (2) Official notices posted by government officials in the performance of their duties; government signs controlling traffic, regulating public conduct, identifying streets, or warning of danger. (Bulletin boards or identification signs accessory to government buildings or other buildings are subject to the provisions of this chapter.)
 - (3) Temporary signs erected by private property owners for the purpose of warning of a dangerous defect or condition, or other hazard to the public.
 - (4) Noncommercial signs on private property or works of art that in no way identify or advertise a product or business, or by their location and placement impede traffic safety.
 - (5) Temporary decorations or displays, if they are clearly incidental to and are customarily and commonly associated with any national, local or religious celebration.
 - (6) Temporary or permanent signs erected by public utilities or construction companies to warn of the location of pipelines, electrical conduits, or other dangers or conditions in public rights-of-way.
 - (7) Signs that are displayed on motor vehicles that are being operated or stored in the normal course of a business, such as signs indicating the name or the type of business, that are located on moving vans, delivery trucks, trailers and other commercial vehicles; but only if the primary purpose of such vehicles

is not for the display of the signs thereon, and only if such vehicles are parked or stored in areas appropriate to their use as commercial or delivery vehicles, such as service areas or locations close to the business building(s) away from public traffic areas.

- (8) Signs carried by a person and not set on or affixed to the ground.
- (9) Outdoor advertising display signs for sponsors of charitable events held on public properties. These signs may be displayed for the duration of the event or not more than three days with approval of the city manager or his designee.
- (10) Flags used as political symbols being the United States and the state flags only.
- (11) Security signs at residences or businesses.
- (12) Flags used solely for decoration and not containing any copy or logo and located only in multi-family, commercial, and industrial districts or developments. In multi-family developments, such flags will be restricted to 25 square feet in area, 30 feet in height, and the number shall be restricted to no more than 12 flags per building plot.
- (13) Balloons and/or other gas filled objects located in any zoning district; which balloon and/or gas filled object shall not exceed 20 feet in height and shall not contain or display any logo but shall be used solely for decorative purposes.
- (14) Temporary use directional sign.
 - a. The temporary use directional sign does not cause a visual or traffic obstruction; and
 - b. The property owner or tenant with the right of occupancy to the property adjacent to the right-of-way in which a temporary use directional sign is placed grants written permission for the sign prior to the sign placement; and
 - c. The temporary use directional sign is displayed only on Sundays and not earlier than 12:00 noon and not later than 5:00 p.m.; and
 - d. The temporary use directional sign shall not exceed 18 inches by 24 inches in size and must appear to have been professionally produced and shall not be installed or extend more than three feet above grade; and
 - e. No more than five temporary use directional signs shall be permitted for use for any one home or building sale; and
 - f. In no event shall a temporary use directional sign be located closer than 100 feet from another temporary use directional sign; and
 - g. The name, address and phone number of the person or entity placing the temporary use directional sign within the right-of-way shall be displayed on the temporary use directional sign.
- (15) Signs at a residential property.
 - a. A property owner may place no more than three signs on the residential property at any one time.
 - b. The maximum surface area of the sign shall not exceed three square feet.
 - c. No external or internal illumination is permitted on the sign.
 - d. The sign shall not be located in, on or over a right-of-way or utility easement.
 - e. If ground mounted, the maximum height of the sign shall not exceed three feet above grade.

- f. If attached to a building or structure, the maximum height of the sign shall not exceed six feet above grade.
 - g. The sign must be securely attached to a freestanding frame or securely fastened to a building, wall or fence and be well-maintained.
- (q) *Fuel price sign.* Service stations will be allowed one sign per site, the area of which shall not exceed 16 square feet and will not be included in the allowable area of any freestanding sign. This sign cannot be located within the right-of-way.
- (r) *Structural requirements.*
 - (1) A building permit shall be required in addition to any permit under this section, in accordance with the provisions of the city building code. The provisions of this chapter shall control over the provisions of the building code only where clearly inconsistent therewith.
 - (2) Abandoned, damaged, or unsafe signs:
 - a. The provisions of this section shall apply when in conflict with the provisions of the building code, but where the provisions of both ordinances are not inconsistent, the enforcement of either shall be permissible and remedies or penalties cumulative.
 - b. All abandoned signs and their supports shall be removed within 60 days from the date of abandonment. All damaged signs shall be repaired or removed within 60 days. The director of community development shall have authority to grant a 30 day time extension where he determines there is a reasonable necessity for same. Excluding signs deemed historically significant to the property or heritage of the city.
 - c. Removal of any nonconforming sign shall create a presumption of an intent to abandon said sign.
 - d. A nonconforming sign that is damaged and not repaired within 60 days shall be presumed to be abandoned.
 - e. Discontinuance of any non-conforming use for a period of six months or more shall create a presumption of an intent to abandon said non-conforming uses and any nonconforming signs.
- (s) *Miscellaneous regulations.*
 - (1) No sign shall be placed in a city drainage or utility easement unless approval is granted by the city engineer. Location in an easement shall be subject to a written agreement entered into by all parties involved. Any damage to or relocation of signs located in easements because of the city's use of the easement shall be the responsibility of the owner of the sign. The city, when possible, shall give the owner prior notice of the use of the easement which will affect the sign. This is also applicable to all exempt signs.
 - (2) Signs may be internally or externally lighted as long as the light is so designed as to be shielded away from adjoining residential premises and does not impair drivers' visibility on adjoining rights-of-way.
- (t) *Downtown sign district designation.* This section creates a special downtown signage criteria for the area described below:

 Beginning at the northwest corner of Vance Street and East 6th; Thence East on 6th Street to the corner of East 6th and Porter Street; Thence South on Porter to East 5th Street; Thence East on 5th Street to Washburn Street; Thence South on Washburn to the corner of Washburn Street East 1st Street; Thence West on 1st Street to the corner of West 1st and Vance Street; Thence North on Vance Street to the point of beginning.

This downtown district (see Figure 1) is an area that is part of the downtown redevelopment area and also encompasses the B-3, Central Business zoning district.

- a. *Awning sign.* Shall not exceed of 16 square feet in area. No awning sign shall extend above the top of the awning.
 - b. *Hanging signs.* Shall not exceed eight square feet in area and provide a minimum of seven feet clearance between the sidewalk surface and the bottom of the sign. Sign shall be within six feet of the door. Must hang perpendicular to the facade of the building.
- (4) *Accessory signs*
 - a. *Alley sign.* Shall not exceed six square feet in area.
 - b. See subsection (o)(9).
 - c. *Mural.* Covers all or substantially all of wall. Must have design content approval from [the] main street advisory board.
 - d. *Sandwich/sidewalk sign.* These signs must conform to the following regulations:
 - 1. Maximum sign height shall be four feet.
 - 2. Maximum sign width shall be two feet and signs shall not be placed in front of adjoining property and no portion of the sign shall extend more than three feet from the building face.
 - 3. Signs must be properly anchored (temporarily) or weighted against wind.
 - 4. A minimum clear sidewalk width of 48 inches shall be maintained.
 - 5. Chalkboards may be used for daily changing messages and no changeable letter on tracks may be used.
 - 6. Signs must be removed after business hours.
 - 7. No other portable signs are permitted.
 - e. *Window signs.* The coverage area shall not exceed 30 percent of the window area.
- (5) *Other provisions.*
 - a. *Architectural features.* No sign in the downtown sign district can cover or otherwise obstruct any distinctive architectural features of the building. The main street advisory board may, when requested, provide guidance to city staff and applicants with regard to sign placement.
 - b. *Mechanical equipment.* Shall not be mounted on awnings where it is visible from the public street.
 - c. Internally illuminated signs. Not permitted, except for neon signage and faux neon signage.
 - d. *Pole signs.* Not permitted.
 - e. *Window signs.* The coverage area shall not exceed 30 percent of the total window area.
 - f. *Feather banner sign.* Shall not exceed 16 square feet in area. Feather banner signs are for temporary use only and shall not be displayed for more than 30 calendar days in a 12-month period and require a permit.
- (u) Temporary sign(s) or banner(s) to advertise special events within the city limits and the extraterritorial jurisdiction (ETJ) are permitted providing:
 - (1) A sign permit is submitted prior to the display of any temporary sign(s) or banner(s) for the special event being advertised; and
 - (2) All of the following conditions are met:

- a. No more than three temporary special event signs shall be displayed, at any one time, per non-residential property;
 - b. Maximum of ten different non-residential locations within the city limits and ETJ for each special event;
 - c. No external or internal illuminations are permitted;
 - d. The temporary sign shall not be located in, on, or over a right-of-way or utility easement or on public property, unless the event is sponsored by the public entity whose property the temporary sign is located;
 - e. The maximum surface area of each temporary sign shall not exceed 32 square feet;
 - f. The maximum height of each temporary sign above grade shall not exceed five feet;
 - g. The maximum duration for each temporary sign would be 21 days prior to the special event and shall be removed within 48 hours of the end of the special event;
 - h. Each temporary sign or banner shall be securely attached and fastened to a building, wall, fence, or freestanding frame; and
 - i. The event organizer has obtained prior authorization from each landowner and identified the position and size of each sign at each location before submitting the one sign permit for up to ten different locations.
- (v) *Banners.* Banners are allowed only in non-residentially zoned locations. Applicants must apply for a banner sign permit prior to displaying the sign. Approved banner signs shall be displayed for a maximum of 90 days per calendar year. The following organizations shall be exempt from paying the banner permit fee:
- (1) Government/public agencies.
 - (2) Faith-based organizations.
 - (3) Non-profit organizations.
 - (4) Service clubs.

(Ord. No. 2003-42, § 3.0, 11-13-2003; Ord. No. 2006-20, § 1(A—C), 9-14-2006; Ord. No. 2007-9, §§ 1(3.15), 2(3.15.1), 5-10-2007; Ord. No. 2007-18, §§ 3(3.16.14), 4(3.20), 6-26-2007; Ord. No. 2008-14, §§ 1.0((1)(3.10), 1.0((2)(3.13.1))), 5-8-2008; Ord. No. 2008-20, §§ 3.0(3.1—3.10), 3.11(3.11.1—3.11.4), 3.12, 3.13(3.13.1), 3.14—3.19, 3.20(3.20.1—3.20.5), 7-8-2008; Ord. No. 2008-33, § 2, 9-23-2008; Ord. No. 2009-12, § 2(Att. A), 5-26-2009 ; Ord. No. 2009-27, § 2(3.10), 11-24-2009 ; Ord. No. 2009-28, § 1(3.15(6)), 9-22-2009 ; Ord. No. 2010-05, §§ 2(3.10), 2(Exh. A), 2-9-2010 ; Ord. No. 2011-34, § 2, 1-12-2012 ; Ord. No. 2021-01 , § 3, 1-14-2021; Ord. No. 2021-22 , § 3, 10-14-2021)

Sec. 24-4. Nonconforming sign.

Within the city and extraterritorial jurisdiction there exists signs which were lawful before this chapter was enacted, amended or otherwise made applicable, but do not now conform to the regulations of this chapter. It is the intent of this chapter to permit such nonconforming signs to continue, as long as the conditions within this chapter are met. It is further the intent of this chapter that nonconforming signs shall not be enlarged upon or expanded. However, the content of the signs can change.

If fire, the elements, or some other cause destroys a sign, it may not be rebuilt except to conform to the provisions of this chapter. In the case of partial destruction of a nonconforming sign which does not exceed 50 percent of its replacement value, reconstruction will be permitted, but the previously existing square footage of the sign cannot be expanded.

(Ord. No. 2003-42, § 4.0, 11-13-2003; Ord. No. 2008-20, § 4.0, 7-8-2008)

Sec. 24-5. Variances.

The zoning board of adjustment shall have jurisdiction to hear requests for a variance from the terms of this chapter, except that the zoning board of adjustment shall not hear any request for variance regarding billboards. The board shall be authorized to grant a variance from the terms hereof if, and only if, they find:

- (1) That the strict enforcement of this section would create a substantial hardship to the applicant, by virtue of unique special conditions not generally found within the city, and
- (2) That the granting of the variance would preserve the spirit and intent of the ordinance, and would serve the general interests of the public and the applicant.

Sign variances requested for proposed signs in the downtown sign district may also be submitted either to the main street design committee or the main street advisory board for review and recommendation to the zoning board of adjustment.

(Ord. No. 2003-42, § 5.0, 11-13-2003; Ord. No. 2005-3, § 2.0, 2-22-2005; Ord. No. 2007-9, § 3(5.0), 5-10-2007)

Sec. 24-6. Fees.

Fees shall be in accordance with the city's fees ordinance, as amended, from time to time.

(Ord. No. 2003-42, § 6.0, 11-13-2003; Ord. No. 2008-20, § 5.0, 7-8-2008)

Sec. 24-7. Penalty.

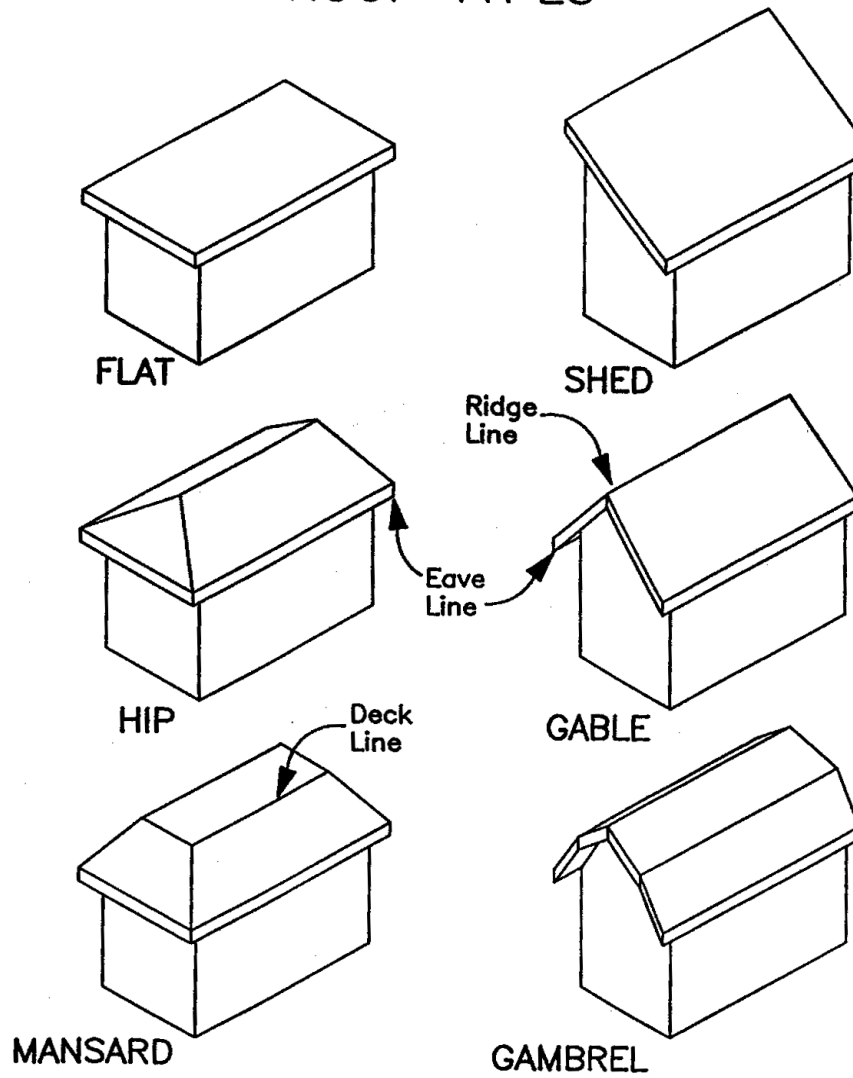
Any person, firm or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor and, upon conviction in the municipal court of the city, shall be subject to a fine not to exceed the sum of \$500.00 for each offense, except however, where a different penalty has been established by state law for such offense the penalty shall be that fixed by state law, and for any offense which is a violating of any provision of law that governs fire safety, zoning, or public health and sanitation, including dumping of refuse, the penalty shall be a fine not to exceed the sum of \$2,000.00 for each offense; and each and every day said violation is continued shall constitute a separate offense.

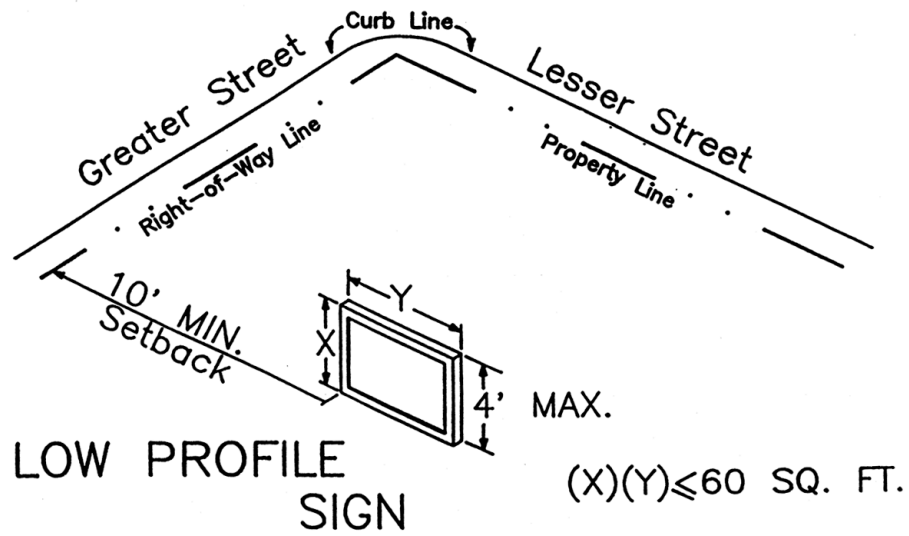
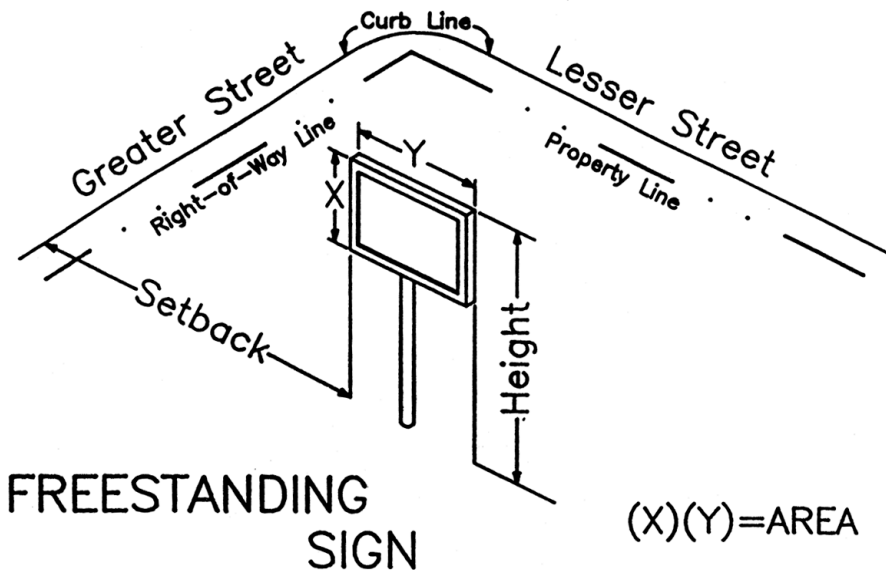
An offense under this chapter is punishable by a fine not to exceed:

1. Five hundred dollars; or
2. The amount fixed by state law if the violation is one for which the state has fixed a fine.

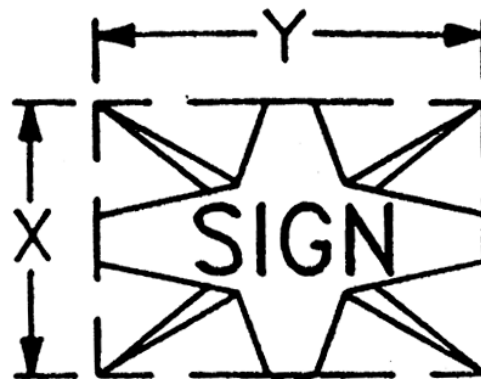
(Ord. No. 2003-42, § 7.0, 11-13-2003; Ord. No. 2008-20, § 6.0, 7-8-2008)

ROOF TYPES



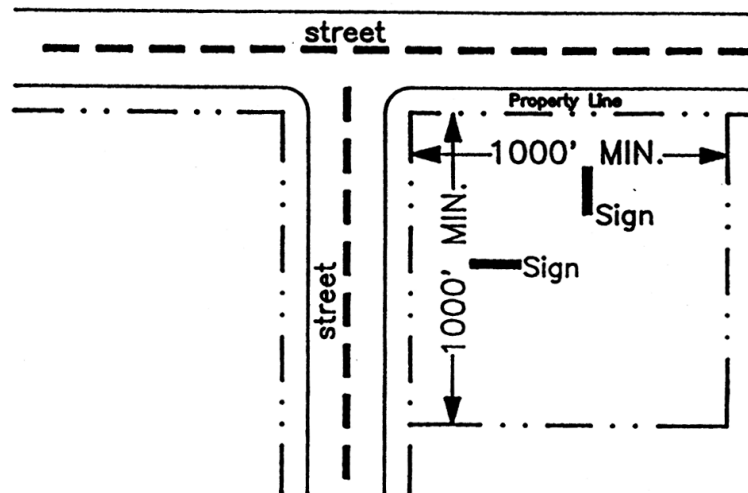


SIGN AREA



$$(X)(Y) = \text{AREA}$$

MINIMUM CONDITIONS FOR MORE THAN ONE FREESTANDING SIGN



Main Street Advisory Board
January 19, 2022

Agenda Item Cover Sheet
Regular Agenda – 8
Digital Map Project

Main Street Advisory Board
January 19, 2022

Agenda Item Cover Sheet
Regular Agenda – 9
OPEN Flag Project

BUSINESSES ELIGIBLE FOR OPEN FLAGS

1/11/2022

	A	B	C	D	E	F
1	STREET	BUSINESS TYPE	BUSINESS NAME	BIZ OWNER LTR	PROP OWNER LTR	INTEREST ED
2	405 S Main	Food Service	Squirts Burgers & Wings			
3	110 N Main	Retail	Western Darlin			
4	206 N Main	Retail	Drip & Rip Vapes			
5	302 N Main	Retail	Curio Mrvosa	YES	YES	
6	304 N Main	Retail	Bland's Jewelers			
7	400 S Main	Food Service	Rojas Tacos			
8	100 MLK	Food Retail	M & M Market			
9	201 N Main	Food Service	Texas Beer Company			YES
10	203 N Main	Food Service	La Scala			
11	205 N Main	Personal Service	Salon J			YES
12	209 N Main	Retail	St Vincent de Paul Thrift Store			
13	211 N Main	Retail	Hawt Spot, Blue Sage Clothiers, Taylor'd Dermographics, Taylor Trading Co.			
14	211 N Main	Food Retail	Cookies, Cupcakes & More			
15	215 N Main	Retail	Red Cap Cigars			
16	305 N Main	Retail	Taylor Office Products	YES	YES	
17	307 N Main	Retail	Taylor Sporting Goods	YES	YES	
18	313 N Main	Retail	Forty-Six & Two			
19	315 N Main	Retail	Young's Store			
20	317 N Main	Retail	Netta's Nook			
21	321 N Main	Retail	Taylor Soap Bar		YES	
22	323 N Main	Retail	Dee's Florist & Gifts	YES	YES	
23	401 N Main	Retail	Trouvaille Antiques			
24	407-A N Main	Retail	Friends of the Bride			YES
25	407-B N Main	Retail	74 Man Store	YES	YES	
26	415 N Main	Personal Service	The Nail Shack		YES	
27	417-A N Main	Retail	Yipiokya	YES	YES	
28	423 N Main	Retail	Karch Music			YES
29	511 N Main	Retail	Pfennig's Pharmacy			
30	519 N Main	Retail	Sweet & Southern Finds	YES	YES	
31	601 N Main	Personal Service	Tangles Salon			
32	121 E 2nd	Retail	Shepherd's Heart Thrift Store			
33	114 E 2nd	Personal Service	Turning Heads Salon			
34	106 E 2nd	Retail	Vintage Affaire	YES	YES	
35	104 E 2nd	Retail	Cherry Tree			
36	102 E 2nd	Retail	Frills			YES
37	114 W 2nd	Food Service	Good Strangers Coffee			YES
38	118 w 2nd	Food Retail	Hola Aloha Sweet Treats			
39	120 W 2nd	Retail	TAG120Art			
40	200 W 2nd	Retail	Kincl Antiques			
41	206 W 2nd	Food Service	Louis Muellers BBQ			
42	300 W 2nd	Food Service	El Corral Lozano			

BUSINESSES ELIGIBLE FOR OPEN FLAGS

1/11/2022

	A	B	C	D	E	F
				BIZ OWNER LTR	PROP OWNER LTR	
43	STREET	BUSINESS TYPE	BUSINESS NAME			
44	113 W 2nd	Food Service	Greenhouse Craft Foods; Waxplant/Frock On Vintage	YES	YES	
45	119 W 2nd	Personal Service	TL Nails			
46	121 E 3rd	Food Service	Monarcas	YES	YES	
47	119-B E 3rd	Food Retail	Downtown Social		YES	
48	117 E 3rd	Food Retail	SRSLY Chocolate			
49	111 W 3rd	Personal Service	The Werks			
50	209 W 3rd	Food Service	Ed's Place			
51	220 E 4th	Food Service	Lucky Duck Café	YES	YES	
52	118 W 4th	Personal Service	Ideal Barber Shop			
53	120 W 4th	Retail	Mezoozah	YES	YES	
54	123 W 4th	Retail	Trade Up			
55	201 W 4th	Retail	Rhinestone Cowgirl			
56	203 W 4th	Food Retail	Seed to Soul Restaurant			
57	221 W 4th	Food Service	Correa Chinese Cuisine			
58	103 W 5th	Food Service	Flake Bakery & Larder			
59	105 W 5th	Retail	Lighthouse Boutique			
60	102 Talbot	Retail	Taylor Feed & Seed			
61	120-G W 2nd	Retail	Haley's Grains	YES	YES	
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Main Street Advisory Board
January 19, 2022

Agenda Item Cover Sheet

Regular Agenda – 10

Upcoming Agenda Item